

ACT
ELECTORAL
COMMISSION

**ANNUAL
REPORT**

2019/2020



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Mrs Joy Burch MLA
Speaker
Legislative Assembly for the ACT
London Circuit
CANBERRA ACT 2601

Dear Madam Speaker

Part A: ACT Electoral Commission Annual Report 2019/2020 Transmittal Certificate

This annual report has been prepared under section 6 of the *Annual Reports (Government Agencies) Act 2004*. It includes an account of the operation and the management of the ACT Electoral Commission during the 2019/2020 financial year.

Section 8(2) of the *Annual Reports (Government Agencies) Act* provides that the Chief Minister's Annual Report Directions do not apply to officers of the Legislative Assembly, including the ACT Electoral Commission. Nevertheless, the Commission has endeavoured to comply with the Chief Minister's Annual Report Directions insofar as they are relevant to the operations of the Commission.

This annual report is a joint report covering the operations of the ACT Electoral Commission and the operations of the Electoral Commissioner and the staff employed to assist the Commissioner. Under the *Electoral Act 1992* and other relevant legislation, the Commissioner exercises some functions independently of the Commission. For simplicity, references in this report to Elections ACT are to be taken to refer to the Electoral Commissioner and his staff.

We certify that the attached annual report is an honest and accurate account and that all material information on the operations of the ACT Electoral Commission has been included for the period 1 July 2019 to 30 June 2020.

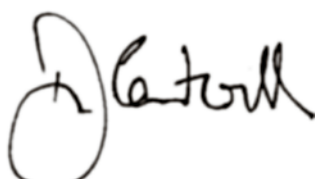
The Electoral Commissioner hereby certifies that fraud prevention has been managed in accordance with Public Sector Management Standards, Part 2.

Section 15 of the *Annual Reports (Government Agencies) Act* requires that you cause a copy of the report to be laid before the Legislative Assembly within 15 weeks after the end of the financial year. On this occasion and in accordance with your letter of 13 August 2020, you have approved the presentation of this report to the Assembly on 18 December 2020.




Dawn Casey
CHAIRPERSON

11 December 2020



Damian Cantwell AM
ELECTORAL COMMISSIONER

11 December 2020



Philip Moss AM
MEMBER

11 December 2020

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Glossary

ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
AEC	Australian Electoral Commission
ALP	Australian Labor Party (ACT Branch)
ANU	Australian National University
CMTEDD	Chief Minister, Treasury and Economic Development Directorate
Commission	ACT Electoral Commission
Commissioner	Electoral Commissioner
CPI	Consumer Price Index
ECANZ	Electoral Council of Australia and New Zealand
EDRMS	Electronic Digital Record Management System
Elections ACT	The office of the Electoral Commissioner and the staff appointed to assist the Commissioner
Electoral Act	<i>Electoral Act 1992</i>
ESP	Enterprise Sustainability Platform
FOI	Freedom of Information
FAQs	Frequently Asked Questions
FTE	Full-time Equivalent
Greens	The ACT Greens
Hare-Clark	The proportional representation electoral system used in the ACT
HPE	Hewlett Packard Enterprise
ICT	Information/Communication Technology
JACSD	Justice and Community Safety Directorate
Joint roll	The common ACT and Commonwealth electoral roll maintained under a formal government-to-government arrangement
LP	Liberal Party of Australia (A.C.T. Division)
MLA	Member of the ACT Legislative Assembly
MOU	Memorandum Of Understanding
Party	A political party registered under the Electoral Act
Redistribution	A redistribution of electoral boundaries
SERBIR	Senior Executive Responsible For Business Integrity Risk
Shared Services ICT	The ACT Government information/communication technology management agency
WHS	Workplace Health and Safety

PART B

ORGANISATION OVERVIEW AND PERFORMANCE

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B.1 Organisation overview

Introduction

The ACT Electoral Commission is an independent statutory authority established under the *Electoral Act 1992* comprising a Chairperson (part-time), the Electoral Commissioner and a Member (part-time), with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services.

From 1 July 2014, the members of the Commission became officers of the Legislative Assembly, following the commencement of the *Officers of the Assembly Legislation Amendment Act 2013*. This change in the status of the Commission reinforced the Commission's statutory independence from the Executive. In particular, it altered the reporting lines set out in the Electoral Act.

In accordance with the changes made by the Amendment Act, the Commission's annual reports from 2013/2014 are now presented to the Speaker of the ACT Legislative Assembly. Previous annual reports were submitted to the Minister responsible for the Electoral Act.

This annual report is a joint report covering the operations of the ACT Electoral Commission and the operations of the Electoral Commissioner and the staff employed to assist the Commissioner, working under the operating title of Elections ACT. Under the Electoral Act and other relevant legislation, the Commissioner exercises some functions independently of the Commission. It is important to distinguish between the functions of the Commission and the office of the Electoral Commissioner.

Key activities undertaken in 2019/2020 are described in **Performance highlights**.

Roles, functions and services

The most important function undertaken by the Commission and Elections ACT is to conduct elections for the ACT Legislative Assembly. An election for the Assembly was last held on 15 October 2016. The next Assembly election is due to be held on 17 October 2020.

The Commission is responsible under the Electoral Act for key overarching electoral functions. These functions include providing information and advice to the Assembly, the Speaker, the Minister responsible for electoral matters (the Attorney General), the Executive, agencies, political parties, Members of the Legislative Assembly (MLAs) and candidates; conducting education and information programs; conducting research; publishing electoral material; providing fee-for-service electoral goods and services; and conducting ballots for prescribed organisations. The Commission is also responsible for undertaking key electoral roles, such as taking part in the electoral boundaries redistribution process; and sitting as a review body where appeals are made challenging decisions made by the Commissioner or the Commissioner's delegates.

The Electoral Commissioner serves in a dual capacity as both a member of the Commission and as a statutory officer holder with independent powers and functions. The Commissioner is the chief executive officer of the Commission. In that role, the Commissioner manages the operations of the Commission under the guidance and direction of the full Commission and undertakes some of the Commission's functions as the Commission's delegate. The Commissioner also has specific functions under the Electoral Act and other legislation that are given solely to the Commissioner. These include responsibility for most of the procedures related to the conduct of ACT Legislative Assembly elections and (in conjunction with the Australian Electoral Commission (AEC)) the maintenance of the ACT electoral roll, as well as registration of political parties and administering the election funding, expenditure and financial disclosure scheme.

The Commissioner is assisted by staff employed under the *Public Sector Management Act 1994* and under the Electoral Act. For simplicity, the office of the Commissioner and the Commissioner's staff are referred to under the operating title of Elections ACT. The Commissioner and the staff of Elections ACT perform functions that are the responsibility of the Commissioner and perform some functions on behalf of the Commission.

Legislative framework

The Commission and the Commissioner are responsible for the conduct of elections and referendums and for the provision of electoral advice and services under the following legislation:

- *Aboriginal and Torres Strait Islander Elected Body Act 2008*;
- *Australian Capital Territory (Legislative Assembly) Act 2014*;
- *Electoral Act 1992*;
- *Electoral Regulation 1993*;
- *Magistrates Court (Electoral Infringement Notices) Regulation 2012*;
- *Proportional Representation (Hare-Clark) Entrenchment Act 1994*; and
- *Referendum (Machinery Provisions) Act 1994*.

Organisational structure

The ACT Electoral Commission consists of a Chairperson, the Electoral Commissioner and a Member. From 1 July 2014, the Speaker became responsible for appointing commission members as officers of the Legislative Assembly.

TABLE 1 — **Members of the ACT Electoral Commission**

Ms Dawn Casey	<i>Chairperson</i>	Appointed on 20 April 2017 until 19 April 2022
Mr Damian Cantwell AM	<i>Electoral Commissioner</i>	Appointed on 1 November 2017 until 31 October 2022
Mr Philip Moss AM	<i>Member</i>	Appointed on 7 June 2017 until 6 June 2022

As chief executive officer of the Commission, the Electoral Commissioner is remunerated as a full-time office holder. The Chairperson and the other Member of the Commission are remunerated as part-time office holders as determined by the ACT Remuneration Tribunal.

The Electoral Commissioner has head of service and director-general powers under the Public Sector Management Act in relation to staff employed to assist the Commissioner. These staff, acting under the direction of the Commissioner, have been brought together under the operating title Elections ACT.

The Commissioner may also employ casual staff and engage consultants under the Electoral Act, on terms and conditions determined by the Commission.

The Commissioner was assisted in 2019/2020 by 11 permanent full-time officers and two permanent part-time officers- employed under the Public Sector Management Act, together with a number of other staff employed under the Public Sector Management Act and the Electoral Act, and officers seconded from other organisations and directorates, on a temporary or casual basis to undertake tasks associated with preparations for the 2020 ACT Legislative Assembly election, or to assist the Commissioner as necessary.

For more information on the Elections ACT staff positions see **Staffing Profile**.

Elections ACT's Corporate Plan, purpose, vision and values

Elections ACT's purpose is:

To deliver independent, innovative and accessible electoral services to the ACT community.

Elections ACT provides services to a wide and diverse range of clients, including ACT electors, the Speaker, the Attorney General, Members of the Legislative Assembly, political parties, election candidates, ACT Government agencies, the media and special interest groups.

Elections ACT's most important function is to conduct elections for the Legislative Assembly. An election for the Assembly was held on 15 October 2016. The next election will be held on 17 October 2020.

Other tasks carried out by Elections ACT include electoral education, maintaining the register of political parties and the election funding, expenditure and financial disclosure scheme, assisting with redistributions of electoral boundaries, working with other electoral authorities to improve the accuracy of the electoral roll and providing electoral services to other organisations on a fee-for-service basis.

The Elections ACT 2018-2022 corporate plan includes a vision statement as well as a statement of values. The vision articulates Elections ACT's longstanding commitment to enabling a strong, inclusive and trusted democracy in the ACT.

The values statement formally adopts and expands upon the ACTPS values and behaviours of respect, integrity, collaboration and innovation.

The values statement also recognises the special nature of Elections ACT's role as an independent electoral authority, by including transparency, accountability, inclusiveness, high quality service delivery and impartiality.

The corporate plan is set out below. The **Performance analysis** section of this annual report follows the structure of goals and key result areas set out in the corporate plan for reporting purposes.

Elections ACT Corporate Plan 2018-2022

TABLE 2 — Elections ACT Corporate Plan 2018-2022

OUR VISION	An ACT community actively engaged in a strong, inclusive and trusted democracy.
OUR PURPOSE	To deliver independent, innovative and accessible electoral services to the ACT community.
OUR VALUES	Respect Integrity Collaboration Innovation Transparency Accountability Inclusiveness High quality service delivery Impartiality
OBJECTIVE 1	Conduct fair and open elections and referendums
Key result areas:	1.1 Elections and referendum services for the ACT Legislative Assembly 1.2 Elections and referendum services for other agencies
OBJECTIVE 2	Provide high quality electoral information, education, advice and services
Key result areas:	2.1 Electoral information and advice 2.2 Electoral enrolment 2.3 Electoral education 2.4 Electoral boundaries 2.5 Party registration 2.6 Election funding, expenditure and financial disclosure
OBJECTIVE 3	Employ efficient and accountable governance and business support systems
Key result areas:	3.1 Financial management 3.2 Records management 3.3 Information/communication technology management
OBJECTIVE 4	Foster a strong and positive values based culture for our workforce
Key result areas:	4.1 Human resources management

The *Corporate Plan 2018-2022* is underpinned by more detailed operational plans.

Performance indicators

Formal budget paper performance indicators

As a result of the establishment of the Commission members as officers of the Legislative Assembly under amendments made by the *Officers of the Assembly Legislation Amendment Act 2013*, from 1 July 2014, the Commission was no longer required to include performance indicators in the budget papers.

For the purpose of its annual reports, the Commission has adopted the range of performance indicators listed below.

Agency performance indicators

The Commission maintains the following performance indicators for reporting purposes. Further discussion of the Commission's performance against these measures is included in **Performance analysis**.

TABLE 3 — Performance indicators

OBJECTIVE 1			
Conduct fair and open elections and referendums			
Goals	Measures	Target	Outcomes
Timely finalisation of election result of Legislative Assembly election ¹	Date of announcement of election result	<14 days from polling day in an election year	The result was finalised seven days after polling day 2016
High level of voter turnout at ACT Legislative Assembly elections ¹	Turnout as a percentage of eligible elector population ²	>88% of eligible elector population in an election year ³	Turnout 2016 election was 88.3% of eligible elector population
Increase voter turnout at Legislative Assembly elections ¹	Participation rates (% voter turnout to eligible elector population)	Increase over time	Turnout 2016 election: 88.3% Turnout 2012 election: 83.9% Turnout 2008 election: 87.7% Turnout 2004 election: 86.7%
	Participation rates (% voter turnout to number enrolled)	Increase over time	Turnout 2016 election: 88.5% Turnout 2012 election: 89.3% Turnout 2008 election: 90.4% Turnout 2004 election: 92.8%
Increase formal voting at Legislative Assembly elections	Formal voting rates	Increase over time	Formal voting 2016 election: 97.5% Formal voting 2012 election: 96.5% Formal voting 2008 election: 96.2% Formal voting 2004 election: 97.4%
Deliver service within timeline targets	Timelines met ⁴	All timelines met	All timelines met as per footnote 4 below

OBJECTIVE 2**Provide high quality electoral information, education, advice and services**

Goals	Measures	Target	Outcomes
High level of electoral enrolment	Enrolment rate	>95% of eligible population	Enrolment as at 30 June 2019 was 99.0% of eligible population
Maintain high client satisfaction	Feedback from clients/electors	All clients express satisfaction	98% of voters surveyed expressed satisfaction with their overall voting experience; feedback from teachers and adult participants regarding electoral education services was positive; all fee-for-service election clients expressed satisfaction
Manage registration of political parties	Statutory requirements met	All statutory requirements met	All statutory requirements met
Redraw electoral boundaries for each election	Statutory requirements met	All statutory requirements met	Consideration of a redistribution of electoral boundaries (required every four years) was commenced in October 2018 and continued throughout the reporting period, with all relevant statutory requirements being met

OBJECTIVE 3**Employ efficient and accountable governance and business support systems**

Goals	Measures	Target	Outcomes
Manage costs within budget allocations	Budget met	Expenditure within allocation	Operating result was a deficit of \$0.202m for 2019/2020 noting that of the total appropriation amount of \$4.126m, only \$3.592m was drawn
Manage and improve ICT business systems	Absence of ICT business systems failures	No ICT business systems failures	No ICT business systems failures were identified

OBJECTIVE 4**Foster a strong and positive values based culture for our workplace**

Goals	Measures	Target	Outcomes
Maintain high staff satisfaction	Performance management feedback	High staff satisfaction	Staff satisfaction not formally measured in 2019/2020 ⁵

NOTE 1 These measures only apply in a Legislative Assembly election year.

NOTE 2 Eligible elector population (EEP) is calculated every quarter by the Australian Electoral Commission, using base data provided by the Australian Bureau of Statistics and applying a method developed by the AEC in conjunction with the Australian Bureau of Statistics. The EEP is an estimate of the number of persons who are eligible to be enrolled at any point in time, and is calculated using estimates based on the latest census data updated by birth and death registrations, and estimated interstate and overseas migration. The estimate is recalculated after each census.

NOTE 3 The performance measure for turnout as a percentage of eligible elector population will be increased to 90% for the 2020 election. The measure in place for the 2016 election was 88%.

NOTE 4 Elections ACT's timeline targets are:

- All statutory deadlines will be met.
- Election results will be finalised for:
 - General elections and referendums for the ACT Legislative Assembly (where a recount is not needed): within 14 days from polling day;
 - General elections and referendums for the ACT Legislative Assembly (where a recount is needed): within 21 days from polling day;
 - A count back to fill a casual vacancy in the Legislative Assembly: within 1 week from the date applications to contest the vacancy close; and
 - Other elections and referendums where the ACT Electoral Commission is responsible for providing election results: within one week from the close of the poll.

NOTE 5 Due to the small number of staff permanently employed at Elections ACT, to maintain anonymity the Commission only engages in formal staff satisfaction surveys in election years when the number of staff increases.

Performance highlights

2019/2020 has been a key period of preparation for the October 2020 ACT Legislative Assembly election, most notably under enduring COVID-19 pandemic conditions. Following an intensive period of contingency planning the ACT Electoral Commission submitted a Special Report to the Assembly on the Impact of COVID-19 Pandemic on the 2020 ACT Legislative Assembly Election on 25 May 2020. In turn, the Assembly made a joint response to the Commission's Report on 12 June 2020, which informed the COVID Safe Election Delivery Plan. The Plan was published and enacted in the subsequent reporting period.

Other notable aspects of the year included:

Tabling of the report of the Augmented Electoral Commission concerning the 2019 redistribution of the ACT Legislative Assembly electoral boundaries, submitted to the Speaker on 31 July 2019;

- Continuing upgrades of Elections ACT ICT election systems in preparation for the 2020 elections;
- Fee-for-service elections for:
 - Enterprise Agreement: Infrastructure Services;
 - Enterprise Agreement: Legal Professionals;
 - Enterprise Agreement: Medical Practitioners;
 - Enterprise Agreement: ACT Ambulance Service;
 - Enterprise Agreement: Correctional Officers; and
 - Enterprise Agreement: ACT Fire and Rescue.
- Delivery by Elections ACT's Education and Information Officers of 27 mock elections to schools and community groups, with almost 1000 participants (noting that a further eight sessions were cancelled due to COVID-19 restrictions).

Elections ACT did not provide reciprocal early voting services for State and Territory elections during the report period. Other activities during the year included:

- Assisting with the scrutiny of the National Press Club Board of Directors election.
- The completion of internal audit on Records Management and commencement of Party Registration processes and Data Integrity with recommendations ongoing in the 2020/2021 financial year. The completed Financial Controls review identified no issues across financial transactions and no recommendations have been provided.
- Elections ACT being accredited as an ACT Smart Business for recycling.

Outlook

The principal focus of the Commission and Elections ACT in 2020/2021 will continue to be on the planning and delivery of the 2020 Legislative Assembly election, under enduring pandemic conditions.

One of the key activities to be continued in 2020/2021 will be the upgrade of Elections ACT's ICT election systems. Work will continue to upgrade the electronic voting system eVACS®, including adding touch screen functionality; and the election management database system known as TIGER. The polling place management system LAPPERDS upgrades were completed during this reporting period. These areas of work are especially relevant in this and the subsequent reporting period, noting the intended COVID Safe Election Delivery Plan to facilitate additional electronic voting by all electors over an intensive early voting period.

The Commission will continue its work developing and testing a limited electronic voting option for electors who are overseas through engagement with commercial vendors and the Australian Cyber Security Centre (ACSC).

The Commission will continue to implement the recommendations made by the ACT Auditor General in the performance audit report into the conduct of the 2016 ACT election.

Elections ACT continued work on implementing strategies to foster an increase in electronic voting in the ACT as part of the contingency planning for the 2020 elections.

Work to secure suitable permanent office accommodation for Elections ACT to facilitate the proposed legislation relating to the prohibition of political donations by property developers will continue through ACT Property Group. This quest will also address the risk as identified by the ACT Auditor-General of being unable to secure office space every election cycle and avoid unforeseen costs and disruption to electoral preparations through periodic relocation. Temporary office space for the preparation for and conduct of the 2020 election was secured through Property Group during the reporting period, with an occupation date of October 2019 through to November 2020.

The ACT Electoral Commission considers it imperative that suitable permanent accommodation be secured as it is key to Elections ACT being able to provide the electoral outcomes expected by the Legislative Assembly and the community.

In cooperation with Department of Home Affairs and the ACSC, the results of a cyber security maturity review coordinated across all Australian electoral jurisdictions was implemented as appropriate, to strengthen the ICT systems underpinning the conduct of the 2020 election.

The Commission will continue to provide advice to the Speaker, the Government and Members of the Legislative Assembly on electoral matters as required, in particular relating to the conduct of the 2020 election. Elections ACT will also continue its usual program of conducting fee-for-service elections, conducting audits of compliance with the election financial disclosure scheme and provision of electoral education and information services to the ACT schools and community.

The Commission will continue to play an active role within the Electoral Council of Australia and New Zealand (ECANZ), with a focus on initiatives to strengthen the physical and cyber security of Australia's electoral systems, data and processes. Actions to further raise participation of Aboriginal and Torres Strait Islander peoples will also continue as a priority.

Internal accountability

As a very small agency, the Commission does not have complex internal accountability structures and processes.

The full Commission, consisting of the Chairperson, the Electoral Commissioner and the Member, oversees the operation of the Commission, sets strategic directions and approves reports to the Legislative Assembly.

Under the Electoral Act, the Commission is also responsible for undertaking internal reviews of a range of decisions that can be made in the first instance by the Commissioner or by his or her delegate.

The Electoral Commissioner chairs a four-person redistribution committee, with responsibility for taking public submissions and proposing electoral boundaries. The ACT Electoral Commission forms part of the Augmented Electoral Commission, together with the other members of the redistribution committee. The Augmented Electoral Commission considers objections to proposed electoral boundaries and makes final determinations of electorate names and boundaries.

The Electoral Commissioner performs the statutory role of chief executive officer of the Commission. The Commissioner is empowered to make a wide range of decisions under the Electoral Act and the Public Sector Management Act. The Commissioner generally approves all major projects undertaken by Elections ACT staff, including contracts, legislative instruments, publications and memorandums of understanding for fee-for-service elections. The Commissioner also carries full director-general functions under the *Financial Management Act 1996*. The Commission has delegated a range of functions to the Commissioner and the staff of the Commissioner, subject to the Commission's overall strategic direction.

The Deputy Electoral Commissioner performs a range of management functions in support of the Commissioner, including registrar of political parties, executive secretary to the Commission and senior executive responsible for business integrity risk (SERBIR). The Deputy Electoral Commissioner carries a standing delegation to perform the Commissioner's functions should the Commissioner be unavailable.

After consulting with the Speaker, the Electoral Commissioner has made an instrument under the Electoral Act appointing the Deputy Electoral Commissioner to act as the Electoral Commissioner during any period when the Electoral Commissioner is absent on approved leave of absence for longer than five working days.

The Commission's management structure is described under Figure A, Organisational Structure. Details of the Commission's corporate and operational plans can be found at Table 2, Elections ACT Corporate Plan 2018-2022. Details of the Commission's performance reporting arrangements can be found at Table 3, Performance Indicators.

Remuneration of the Commission members is determined by the ACT Remuneration Tribunal.

The Elections ACT ICT steering committee serves as the primary means of coordinating ICT related actions between Elections ACT and ACT Shared Services ICT to enable the Legislative Assembly and other elections. It oversees and provides guidance to ICT related projects in preparation for each election. It consists of the Electoral Commissioner, the Deputy Electoral Commissioner, the Elections ACT elections operations manager and senior representatives from ACT Shared Services ICT. Specialist advisors may be invited to assist the committee in its work. Terms of Reference for this committee have been updated to ensure ICT related preparations are in place for the 2020 elections.

In accordance with previous determinations by the Electoral Commission, internal audit functions continue to be undertaken by contracted professional audit service providers. These internal audits are overseen by the full Commission at a strategic level and implemented by the Electoral Commissioner with the assistance of the Deputy Electoral Commissioner, the chief finance officer and the finance manager.

As scheduled in the Strategic Internal Audit Plan (SIAP) established in the previous reporting period, internal audits were commenced in 2018/2019 on the priority areas of Records Management, Risk Management and Financial Controls. During 2019/2020, the Commission commenced two further internal audit activities into Party Registration Processes and Data Protection. Outcomes from the internal audits on Records Management and Financial Controls have been reported to the full Commission and recommendations considered for implementation in the forward reporting period. The other three internal audit activities are still on-going.

Contact officer

For further information about the ACT Electoral Commission and any matters raised in this annual report, contact:

ACT Electoral Commission

Level 6, 221 London Circuit
Canberra City ACT 2601

TELEPHONE (02) 6205 0033

OR WRITE TO PO Box 272, Civic Square ACT 2608

OR EMAIL **elections@act.gov.au**

WEBSITE **www.elections.act.gov.au**

B.2 Performance analysis

This section reports on activities undertaken in each key result area in 2019/2020 to achieve the Commission's goals.

OBJECTIVE 1 Conduct fair and open elections and referendums

KEY RESULT AREA 1.1

Elections and referendum services for the ACT Legislative Assembly

The conduct of the 2016 ACT Legislative Assembly election

As noted in the 2018/2019 Annual Report, the Commission produces a formal report on the conduct of each ACT Legislative Assembly election and the operation of electoral legislation. The Commission's report on the 2016 elections is available at the Elections ACT website at www.elections.act.gov.au/publications/election_specific_publications.

A report by the Legislative Assembly Select Committee on the 2016 ACT Election and Electoral Act can be viewed at www.elections.act.gov.au/_data/assets/pdf_file/0020/1205057/Final-report-by-Select-Committee-on-the-2016-ACT-Election-and-Electoral-Act.pdf.

The Government's response to the Select Committee report can be viewed at www.elections.act.gov.au/_data/assets/pdf_file/0015/1205421/Governments-response-to-Select-Committee-on-the-2016-ACT-Election-and-El....pdf.

The Electoral Commission's response to the Select Committee report can be found at www.elections.act.gov.au/_data/assets/pdf_file/0003/1205058/ACT-Electoral-Commission-Response-to-Select-Committee-2016-Elections-Inquiry-Report.pdf.

Work to consider implementation of the recommendations contained in the Select Committee report continued throughout the reporting period, including provision of comment on proposed amendments to electoral legislation when requested by JACSD legal staff. Elections ACT engaged with JACSD, the ACT Government Solicitor's office and the ACT Attorney General's office on these matters during the reporting period, in preparation for the 2020 election.

Casual vacancy in the ACT Legislative Assembly

On 9 July 2019, the Speaker of the ACT Legislative Assembly informed the Electoral Commissioner that Ms Meegan Fitzharris MLA, Member for the Electorate of Yerrabi, had formally resigned from the Assembly.

On 12 July 2019, the Commissioner published a notice in *The Canberra Times* inviting unsuccessful candidates who stood for the Yerrabi electorate at the 15 October 2016 election to apply to contest the vacancy. At 12:30 pm on 22 July 2019 the Commissioner publicly declared that six candidates had applied.

As more than one candidate had applied to contest the vacancy, the Commissioner conducted a recount of the ballot papers counted for Ms Fitzharris at the 2016 election immediately after the declaration of the candidates. At the completion of the recount, including the distribution of preferences using the eVACS® electronic counting system, with a quota for election of 3,864 votes, Mr Deepak-Raj Gupta had received 5,348 votes. The count of votes to decide the vacancy was conducted in a matter of minutes using the eVACS® system.

Mr Deepak-Raj Gupta was officially declared to have been elected at 3:00pm on 23 July 2019.

Election and referendum services to other agencies

Interstate elections

Elections ACT did not provide support for any interstate electoral authorities in 2019/2020.

Issuing votes and handling enquiries for other electoral jurisdictions at election times provides valuable opportunities for training and benchmarking between jurisdictions.

Statutory elections

In addition to elections for the ACT Legislative Assembly, the Electoral Commissioner is required to conduct elections for the specified statutory body: the Aboriginal and Torres Strait Islander Elected Body. This election, which was originally planned for May 2020, has been postponed until July 2021 due to the Covid-19 pandemic.

Aboriginal and Torres Strait Islander Elected Body election

The *Aboriginal and Torres Strait Islander Elected Body Act 2008* provides for the conduct of elections for the Aboriginal and Torres Strait Islander Elected Body every three years. The first election for the Elected Body was held in 2008. Subsequent elections have been held in 2011, 2014 and 2017. The next Aboriginal and Torres Strait Islander Elected Body election was due to be held in July 2020.

Due to the Public Health Emergency declared in 2020, it was determined that holding the election in 2020 was a high risk given the pandemic restrictions and would significantly impact on the Aboriginal and Torres Strait Islander community's ability to vote.

The Minister for the Aboriginal and Torres Strait Islander Affairs, Ms Rachel Stephen-Smith MLA deferred the ACT Aboriginal and Torres Strait Islander elections until 2021.

Aboriginal and Torres Strait Islander Elected Body casual vacancy

There were no casual vacancies in the Aboriginal and Torres Strait Islander Elected Body during the reporting period.

Fee-for-service electoral services

Elections ACT conducts elections and provides other electoral services for other organisations under the ACT Electoral Commission's power to provide services for determined fees.

Enterprise agreement ballots

Elections ACT conducted six enterprise agreement ballots for ACT government agencies in 2019/2020.

All ballots were conducted using both netVote and the postal system.

Details of these enterprise agreement ballots are shown in Table 4.

TABLE 4 — Enterprise agreement ballots

Election	Assistance provided	Polling services provided	Polling day	Votes
Infrastructure Services	Yes	11/11/2019	11/11/2019	136
Legal Professionals	Yes	10/12/2019	10/12/2019	161
Medical Practitioners	Yes	07/01/2020	07/07/2020	406
ACT Ambulance Service	Yes	15/04/2020	15/04/2020	190
Correctional Officers	Yes	03/06/2020	03/06/2020	177
ACT Fire & Rescue	Yes	18/06/2020	18/06/2020	311
Total				1381

Other elections

Elections ACT assisted with the scrutiny of the National Press Club Board of Directors election. Details of this election are shown in Table 5.

TABLE 5 — Other elections

Election	Vacancies	Candidates	Polls Closed	Result provided	Votes
National Press Club of Australia	5	10	20/11/2019	20/11/2019	197
Total	5	10			197

Internet resources for the conduct of elections

A series of documents to guide organisations through their own elections is available on the Elections ACT website, including:

- Principles for conducting elections;
- Sample electoral regulations;
- Pro-forma ballot papers; and
- A scrutiny spreadsheet to facilitate the count process.

OBJECTIVE 2 Provide high quality electoral information, education, advice and services

KEY RESULT AREA 2.1

Electoral information and advice

Information service

Elections ACT provides an ongoing information service to the general public through:

- Publishing a range of information booklets and pamphlets in paper and electronic format;
- Providing information in person over the counter, by telephone, email and social media;
- Answering written correspondence; and
- Maintaining a comprehensive website.

Publications

The following items were published and/or updated in 2019/2020:

- ACT Electoral Commission Annual Report 2018/2019;
- ACT Legislative Assembly Electoral Boundaries Redistribution 2019: Redistribution Report;
- Final map of ACT electorate boundaries for the 2020 ACT election;
- Election funding, expenditure and financial disclosure 2019/2020 handbook and related forms;
- Election funding, expenditure and financial disclosure 2020 election handbook;
- Electoral expenditure fact sheet;
- Third party campaigners fact sheet;
- Non-party candidates fact sheet;
- How to register a political party fact sheet;
- Authorising electoral material fact sheet;
- Electoral information for homelessness agency workers fact sheet;
- Electoral information for ACT voters experiencing homelessness fact sheet;
- Electoral information for families and carers of people with disability fact sheet;
- Candidate Information 2020 ACT Legislative Assembly election handbook; and
- Disability Advisory Committee Terms of Reference

In addition, the following are available from the Commission:

- ACT Electoral Commission Annual Reports since 1992/1993;
- Election statistics for the 1989, 1992, 1995, 1998, 2001, 2004, 2008, 2012 and 2016 elections;
- Reports on the conduct of the election and the operation of the Electoral Act for the 1995, 1998, 2001, 2004, 2008, 2012 and 2016 elections;
- Electoral Compendium 1989–2017
- The 2001 ACT Legislative Assembly Election: Electronic Voting and Counting System Review;
- The 2004 ACT Legislative Assembly Election: Electronic Voting and Counting System Review;
- Election guides and Information for voters pamphlets for the 2004, 2008, 2012 and 2016 elections;
- Scrutineer Information handbooks for the 2004, 2008, 2012 and 2016 elections;
- Candidate Information handbooks for the 2004, 2008, 2012 and 2016 elections;
- Redistribution reports, public submissions and statistics for the 1993, 1996, 2000, 2003, 2007, 2011, 2015 and 2019 redistributions;
- Information brochure on voting in the ACT for new citizens;
- Maps of ACT electorates;
- Various electoral enrolment and voting forms;
- Information factsheets;
- A series of factsheets for primary students;
- Customer commitment statement;
- Freedom of information statement; and
- Electronic voting and counting data from the 2001, 2004, 2008, 2012 and 2016 ACT elections available for free download from the Elections ACT website.

Internet

The Elections ACT website address is www.elections.act.gov.au

Information and services provided on the website in 2019/2020 included:

- General information about the Commission and Elections ACT;
- Information on the process of redistribution of the electoral boundaries for the October 2020 ACT Legislative Assembly elections;
- Details of past ACT Legislative Assembly elections, casual vacancies, referendums and redistributions;
- Media releases;
- The party register, including details on the registration of political parties;
- Information on the election funding, expenditure and financial disclosure scheme, including compliance review information;
- Financial disclosure returns including gift returns, election returns and annual returns;
- General electoral information in languages other than English and a facility to translate all website content into other languages;
- Information for organisations wishing to run their own elections;
- Information for schools wishing to run their own elections;
- A link to the AEC electoral enrolment services, and other enrolment information;
- Printable copies of the Commission's publications; and
- Links to electoral legislation, other electoral bodies and ACT agencies.

Elections ACT is committed to making its website accessible to as many people as possible. To this end, Elections ACT endeavours to meet AA accessibility checkpoints as defined in the W3C Web Content Accessibility Guidelines 2.0.

Advice

Providing advice to the Speaker, the Attorney General, Legislative Assembly Committees, MLAs and the general public is one of the Commission's most significant responsibilities. The Commission also provides advice to visiting delegations from other jurisdictions and other countries, makes submissions to Commonwealth parliamentary inquiries and gives presentations at conferences.

Examples of advice provided during the year include:

- Advising the Government and Legislative Assembly Members on electoral matters, and in particular the:
 - Electoral Legislation Amendment Bill 2019;
 - Legislative Assembly (Office of the Legislative Assembly) Amendment Bill 2019; and
 - COVID-19 Emergency Response Legislation Amendment Bill 2020 (No 2).
- Tabling a Special Report to the Assembly in relation to a limited electronic voting option for electors who are overseas;
- Tabling a Special Report to the Assembly in relation to the effect of Commonwealth Electoral Act amendments on the ACT's funding and disclosure scheme;
- Tabling a Special Report to the Assembly in relation to the impact of the COVID-19 pandemic on the 2020 ACT Legislative Assembly election;

- Consulting the Speaker and the Standing Committee on Justice and Community Safety on the Commission's 2019/2020 budget;
- Appearing before the Standing Committee on Justice and Community Safety in relation to the Commission's 2018/2019 annual report;
- Advice to political parties and MLAs on the requirements of the electoral expenditure, funding and disclosure scheme; and
- Advice to the public on the registration of political parties and nominating as a candidate for ACT elections.

For more information on Assembly Committee inquiries held during the year, see **Scrutiny**.

Electoral legislation

No significant amendments to the Electoral Act were made in 2019/2020.

KEY RESULT AREA 2.2

Electoral enrolment

Joint roll arrangement

Under the ACT/Commonwealth joint roll arrangement the Australian Electoral Commission (AEC) maintains a joint electoral roll for Commonwealth and ACT purposes. The ACT Electoral Commissioner and the Australian Electoral Officer for New South Wales constitute a Joint Management Committee, which oversees the operation of the joint roll arrangement.

The Commission pays the AEC a yearly fee for maintaining the joint roll, based on a national per elector rate. This rate is adjusted yearly for CPI and is reviewed every three years.

The fee set for 2019/2020 was \$0.871 per elector (up from \$0.857 per elector in 2018/2019).

Joint roll payments for the year totalled \$258,049 (excluding GST).

Completeness and accuracy of the ACT electoral roll

The maintenance of the electoral roll to a high level of completeness and accuracy is one of the key tasks undertaken by all Australian electoral authorities. The importance of this task for the ACT Electoral Commission is indicated by the ongoing performance indicator aimed at demonstrating that the ACT has secured a high level of electoral enrolments. The proportion of electoral enrolments as a percentage of estimated eligible population is known as the enrolment rate. The ACT target enrolment rate is greater than 95%. As at 30 June 2020, the ACT enrolment rate was 98.4%, down slightly from 99.0% at 30 June 2019.

Enrolment activity is summarised in the tables which follow in this section. The information in these tables shows that the level of enrolment in the ACT has historically fluctuated according to the ACT and federal election cycles.

The ACT, by comparison with all other Australian States and the Northern Territory, has historically outperformed the other jurisdictions in elector enrolment rate. This trend has continued in 2019/2020. Throughout 2019/2020, the ACT had the highest elector enrolment rate of all the States and Territories. As at 30 June 2020, it is estimated that the elector enrolment rate in the ACT was 98.4%, compared to a national rate of 96.6%. The next highest enrolment rate was 98.0% in New South Wales, while the lowest was 85.0% in the Northern Territory.

Table 9 below continues to demonstrate the effect that periodic electoral events have on enrolment rates among newly eligible young Australians. Following the 2016 ACT election, enrolment rates for 18-19 year olds dropped from levels that materially matched that of all other age groups during the critical election period, to just 62% less than one year later in June 2017. This provides an important insight into the effectiveness of an electoral event in ensuring that eligible young people are enrolled to vote into the future. Statistics such as this indicate that once the incentive of an impending electoral event has passed, 18-19 year olds are less likely to enrol and it is not until a new event is on the horizon, for instance a federal election, that once again mobilises youth enrolment. Accordingly, ensuring that ACT electors are enrolled in time for each ACT Legislative Assembly and federal election remains the key goal for both the ACT Electoral Commission and the AEC.

Based on this reasoning, the ACT Electoral Commission expects that the elector enrolment rate for 18 year olds will improve by the commencement of the 2020 ACT election period in the same way as was experienced in the lead up to the 2016 ACT election.

While the ACT continues to display relatively high enrolment rates, estimated eligible population figures must be treated with caution as they are based on various assumptions about residency and eligibility.

The eligible population estimate is calculated by the AEC using data provided by the Australian Bureau of Statistics (ABS). Current calculations are based on the 2016 Census – using revised 30 June 2017 and preliminary 30 June 2018 ABS Estimated Eligible Population data. The AEC projects eligible population forward to the relevant time and adjusts for British Subjects, those of unsound mind, overseas electors and new citizens since the last census.

This process, together with definitional, data collection, processing and other AEC-ABS differences may lead to small inconsistencies between the eligible population and enrolment counts, resulting in some age cohorts having an estimated enrolment rate greater than 100 per cent.

TABLE 6 — Enrolment activity – ACT electoral roll

	2017/ 2018	2017/ 2018	2018/ 2019	2018/ 2019	2019/ 2020	2019/ 2020
Enrolment at 1 July		283,644		289,396		295,197
Additions		+21,199		+23,156		+18,599
New enrolment	5,718		7,431		7,292	
Re-enrolment	1,192		1,119		1,015	
Re-instatement	15		10		16	
Transfer into the ACT	14,274		14,596		10,276	
Movements within the ACT						
Transfers between electorates	13,879		12,923		11,334	
Changes within electorates	18,761		17,166		13,797	
No change enrolment ¹	10,426		10,285		2,556	
Adjustments²		-106		-91		+3
Previous federal only	+33		+39		+25	
Voters to provisional	-1		0		0	
Now federal only	-138		-130		-22	
Other (+/-)					0	
Deletions		-15,341		-17,264		-14,104
Objections ³	-793		-789		-2,098	
Deaths	-1,803		-1,645		-1,917	
Duplications	-85		-36		-209	
Cancellations	-1		-4		-3	
Transfers out of the ACT	-12,659		-14,790		-9,877	
Enrolment at 30 June		289,396		295,197		299,695
Enrolment rate at 30 June		98.5%		99.0%		98.4%

NOTE 1 **No change enrolment** refers to the number of applications for enrolment received where the elector is already enrolled and the elector details (name, address etc) on the new application are the same as the details under which the elector is enrolled.

NOTE 2 **Adjustments:** Residents of Norfolk Island, Jervis Bay and Wreck Bay are eligible to enrol for the ACT at the federal level, but not at the territory level. "Previous federal only" includes electors who were on the federal roll in the ACT but not on the ACT Legislative Assembly roll and have since moved to the ACT. "Voters to provisional" are those electors who were incorrectly enrolled as being at least 18 years of age, but on checking were under 18 years of age. "Now federal only" includes electors who were on the joint ACT and federal roll, but are now not on the ACT roll. "Other" represents adjustments made as a result of the direct enrolment in New South Wales of electors previously enrolled in the ACT.

NOTE 3 **Objections** primarily refers to those electors removed from the roll because they have left their enrolled address without re-enrolling elsewhere.

TABLE 7 — Enrolment by age group

	30/6/2018	30/06/2018	30/06/2019	30/06/2019	30/06/2020	30/06/2020
Age group	Number enrolled and entitled to vote	Enrolment rate	Number enrolled and entitled to vote	Enrolment rate	Number enrolled and entitled to vote	Enrolment rate
18	2,523	55.3%	3,618	79.0%	1,861	40.5%
19	4,356	88.7%	4,423	92.5%	4,271	87.1%
20-24	25,872	96.0%	25,608	95.8%	25,573	95.5%
25-29	27,505	100.2%	27,558	101.9%	27,869	101.7%
30-34	29,231	99.1%	29,010	98.4%	29,596	97.6%
35-39	29,173	99.4%	30,248	99.2%	31,483	99.9%
40-44	26,590	100.2%	27,212	100.3%	28,141	100.2%
45-49	26,767	99.2%	27,278	99.6%	27,728	99.7%
50-54	23,371	98.7%	23,608	98.2%	24,300	98.3%
55-59	22,432	98.6%	22,563	98.4%	22,689	99.4%
60-64	19,057	99.4%	19,384	98.9%	19,919	100.1%
65-69	17,407	101.5%	17,467	101.7%	17,288	101.1%
70+	35,112	100.6%	37,220	101.4%	38,977	101.2%
Total	289,396	98.5%	295,197	99.0%	299,695	98.4%

NOTE The eligible population estimate is calculated by the AEC using data provided by the Australian Bureau of Statistics (ABS). Current calculations are based on the 2016 Census – using revised 30 June 2017 and preliminary 30 June 2018 ABS Estimated Eligible Population data. The AEC projects eligible population forward to the relevant point in time and adjusts for British Subjects, those of unsound mind, overseas electors and new citizens since the last Census.

This process, together with definitional, data collection, processing and other AEC-ABS differences may lead to small inconsistencies between the eligible population and enrolment counts, resulting in some age cohorts having an estimated enrolment rate greater than 100 per cent.

TABLE 8 — Enrolment by age group by electorate as at 30 June 2020

Age group	Brindabella	Ginninderra	Kurrajong	Murrumbidgee	Yerrabi	Total ACT
18	350	364	437	329	381	1,861
19	912	814	971	706	868	4,271
20-24	5,181	5,191	6,286	4,070	4,845	25,573
25-29	5,465	5,831	6,775	4,286	5,512	27,869
30-34	5,505	6,146	6,267	4,878	6,800	29,596
35-39	5,624	6,546	5,517	5,494	8,302	31,483
40-44	4,954	6,032	4,645	5,296	7,214	28,141
45-49	5,479	5,761	4,673	5,497	6,318	27,728
50-54	5,389	4,705	4,460	4,952	4,794	24,300
55-59	5,800	4,339	4,182	4,517	3,851	22,689
60-64	5,173	4,051	3,612	4,007	3,076	19,919
65-69	4,249	3,785	2,954	3,602	2,698	17,288
70+	7,251	9,171	6,994	11,053	4,508	38,977
Total	61,332	62,736	57,773	58,687	59,167	299,695

Electoral Council of Australia and New Zealand

The Electoral Council of Australia and New Zealand (ECANZ) is a consultative council of Electoral Commissioners from the electoral authorities of the Commonwealth, States and Territories and the Chief Electoral Officer of New Zealand.

The ECANZ considers issues related to the maintenance of the electoral rolls, the operation of electoral legislation, best practice in the management of elections and other matters of common interest.

The ACT Electoral Commissioner attended several ECANZ meetings held in 2019/2020, covering the following issues:

- Preparation for a number of state and territory electoral events including the impact of COVID-19 on delivery of these services to electors (and provision of reciprocal voting services to electors from other jurisdictions);
- Cyber security related risks to elections, through participation in an ECANZ professional development activity with the Australian Cyber Security Centre (ACSC), implementation of cyber maturity review recommendations, and contributions to the Inter-jurisdictional Working Group on Electoral Integrity and Security as directed by the Council of Australian Governments (COAG);
- Lessons learnt from the Queensland 2020 Local Government election held on 28 March 2020 under pandemic conditions;
- Development of guidance for electoral engagement with social media companies;
- Initiatives to enhance participation in the electoral processes by Aboriginal and Torres Strait Islander peoples; and
- Implementation of strategies to further support people with disabilities to enrol and vote.

KEY RESULT AREA 2.3

Electoral education

Electoral education program

The key objectives of the Commission's electoral education program are to:

- Ensure that the voters of the ACT are aware at election time when the election is to be held, where and when they can vote, how to vote and when a timely, accurate and transparent result is expected; and
- Facilitate school and community programs that place elections within a civics and citizenship framework, illustrate the process of the Hare-Clark electoral system and encourage enrolment.

Elections ACT has adopted the following education and communication strategies to:

- Increase the reach of adult voter education in order to achieve improved electoral knowledge in relation to ACT Legislative Assembly elections;
- Become an integral part of the teaching of civics and citizenship to young people in the ACT; and
- Develop students' understanding of ACT elections and electoral engagement, with specific reference to the Hare-Clark system, in the context of the "Australian Curriculum: Civics & Citizenship", thereby assisting the formation of habits of informed, engaged citizenship.

Elections ACT staff provide electoral education services to school, community and professional groups. Elections ACT employs two dedicated electoral education/information officers, including one officer with formal teaching qualifications and experience. The school-based facet of the education program is directed towards Year 5 through to senior secondary-aged students and is designed to increase knowledge of the ACT's electoral system and the compulsory nature of enrolment and voting in Australia.

Conducted in cooperation with the Legislative Assembly Education Office, school-based sessions take place in the Legislative Assembly building. Participants at these sessions experience a mock Hare-Clark election, as used for the ACT Legislative Assembly elections, from voting through to the count of the vote. The Commission's education program is promoted, in conjunction with that of the Legislative Assembly, by direct mail-out to schools and by referral from other organisations.

Outreach education sessions are also offered to schools and community groups. Elections ACT promote outreach sessions to schools and community groups via direct mail out.

Elections ACT, in collaboration with the ACT Legislative Assembly, is a Teacher Quality Institute accredited provider of professional development for primary, secondary and college teachers. Facilitated by Legislative Assembly and Elections ACT staff, the teacher professional development program aims to increase participants' knowledge and provide a useful teaching tool for teachers who are engaged in teaching Civics and Citizenship programs. Teachers will be able to use the knowledge gained about the Hare-Clark system to conduct classroom or SRC elections. In conjunction with the ACT Legislative Assembly education team, Elections ACT conducted two professional development sessions for teachers, in October 2019 and January 2020. Both are garnering positive feedback from participants.

Table 9 lists electoral education sessions conducted by Elections ACT staff in 2018/2019 and 2019/2020.

TABLE 9 — Electoral education sessions

Organisation type	Number of participants 2018/2019	Number of participants 2019/2020
Colleges	298	70
Community Groups	77	13
High Schools	140	162
Primary Schools	791	585
Professional Groups	35	162
Migrant English Program	20	0
Total	1,361	992

Due to the 2020 COVID-19 public health emergency, Elections ACT suspended all electoral education sessions from mid-March 2020. A total number of approximately 1550 participants would have been recorded for 2019/2020 had all the original bookings been able to go ahead.

The Commission maintains a range of materials aimed at empowering teachers and students to conduct their own electoral projects without direct facilitation by Commission staff. The Commission offers schools assistance ranging from loaning electoral equipment to assisting with the election and scrutiny. In offering this assistance, the Commission aims to build skills within schools and contribute to students' experience of the democratic process.

Table 10 indicates the number of schools that borrowed equipment from Elections ACT and requested professional assistance and advice in running their own school elections in 2018/2019 and 2019/2020. It also shows the number of participants.

TABLE 10 — Equipment loans and professional advice

Organisation type	Number of participants 2018/2019	Number of participants 2019/2020
Colleges	162	250
High Schools	110	0
Primary Schools	381	0
Total	653	250

As reflected in the 2019/2020 figures in table 10, schools deferred their school elections and therefore the loan of equipment in 2020.

Electoral education materials made available on the Elections ACT website include:

- Detailed fact sheets covering a variety of topics – in response to the Australian curriculum focus on electoral education in the upper primary years, a range of fact sheets has been developed specifically for this age group in addition to those aimed at the general population;
- A series of documents to guide teachers through the electoral process enabling them to run their own school elections, including: instructions on the election process, the voting system, election day and counting the votes; templates for the nomination form and ballot papers; and a scrutiny sheet with built-in formulae to perform the calculations necessary under the Hare-Clark system;
- A ten-minute, modular video covering active citizenship, voting in the ACT, how to make your vote count and the Hare-Clark electoral system. The video is available on the Elections ACT website and via Elections ACT social media channels for easy access by teachers and students using the internet in their classrooms;
- Two short videos that illustrate the casting of a formal vote and voting electronically. Developed to be played in polling places during the 2016 election, these videos are also of value to classroom teachers. In particular, the video on casting a formal vote is a useful tool in assisting students during school/class elections;
- A package of interactive activities suitable for both primary and secondary students – the activities include an interactive voting activity illustrating the correct way to fill in a ballot paper, a polling place labelling activity for familiarisation purposes, a sorting activity to encourage discussion of compulsory voting, an interactive quiz, a find-a-word and a crossword;
- An Easy English booklet titled Vote in the ACT election. This booklet is designed to help people who have difficulty reading and understanding English. It provides information about enrolment and voting in an ACT Legislative Assembly election. The guide is intended to help with making choices and actively participating in the electoral process.

Elections ACT participates in community events and welcomes opportunities to partner with other organisations to introduce students and members of the community to the ACT electoral system.

- In July 2019, Elections ACT joined with the ACT Legislative Assembly, the Museum of Australian Democracy, the National Archives of Australia, the Australian Electoral Commission and the ANU College of Law to host the ACT Schools' Constitutional Convention for interested Year 11 students.
- Elections ACT participates in the Council of the Ageing expo each year and on average provides over 300 visitors with information and advice by Elections ACT staff. Due to current public health concerns, the March 2020 Council of the Ageing expo was postponed until later in the year.
- In 2019/2020, Elections ACT joined the ACT Legislative Assembly team in the delivery of four seminars for ACT Public Service staff.

Elections ACT has an active social media presence on both Facebook and Twitter. Elections ACT staff post news and information items in addition to online education resources including videos and games.

KEY RESULT AREA 2.4

Electoral boundaries

Redistribution of electoral boundaries

The Electoral Act requires a redistribution of ACT Legislative Assembly electoral boundaries to commence as soon as practicable after the start of the period two years before each scheduled general election for the Assembly.

The redistribution of boundaries in preparation for the October 2020 ACT Legislative Assembly election commenced in the previous reporting period on 26 October 2018 with the appointment by the Commission of the Redistribution Committee. The redistribution concluded with the tabling in the Legislative Assembly of the formal report on the redistribution in August 2019, in the current reporting period. The Commission's 2018/2019 annual report contains a detailed summary of the redistribution process.

The Augmented Electoral Commission made its formal determination of the electoral boundaries for the ACT Legislative Assembly in a notifiable instrument that took effect from 9 July 2019.

The Chairperson of the Augmented Electoral Commission submitted the final report of the redistribution process to the Speaker on 7 August 2019. The report was tabled in the Legislative Assembly on 13 August 2019.

A copy of the final redistribution report can be obtained from the Elections ACT website at www.elections.act.gov.au/electoral_boundaries/redistributions/2018-2019-redistribution.

The boundaries for the electorates of Brindabella, Ginninderra, Kurrajong, Murrumbidgee and Yerrabi will be used for the 2020 ACT Legislative Assembly election.

KEY RESULT AREA 2.5

Party registration

Register of political parties

The Electoral Commissioner maintains a register of political parties for the purposes of ACT Legislative Assembly elections.

As 2020 is an election year, any unregistered political parties wishing to register for the 2020 ACT Legislative Assembly election must have applied to do so before 1 July 2020 in accordance with the provisions of the Electoral Act.

Applications to register a political party were received from eight political parties in 2019/2020. The parties were (in order of receipt): Canberra Progressives, Belco Party (ACT), Shooters, Fishers and Farmers Party (ACT), David Pollard Independent, Democratic Labour Party, Australian Climate Change Justice Party, Australian Federation Party Australian Capital Territory and The Canberra Party.

As the applications to register the Shooters, Fishers and Farmers Party (ACT), David Pollard Independent, Democratic Labour Party, Australian Climate Change Justice Party, Australian Federation Party Australian Capital Territory and The Canberra Party were received just before the deadline, the processing of the applications for these parties occurred in July 2020. The Commission will formally report on the outcome of these applications in the 2020/2021 annual report. (For information, the Shooters, Fishers and Farmers Party (ACT) was registered on 10 July 2020 and David Pollard Independent, Democratic Labour Party, Australian Climate Change Justice Party, Australian Federation Party Australian Capital Territory and The Canberra Party were all registered on 28 July 2020.

Applications to change the names of the registered officers of the Animal Justice Party, Australian Labor Party (ACT Branch), the ACT Greens and the Liberal Party of Australia (A.C.T. Division) were received during the reporting year. The applications were publicly notified, as required by the Electoral Act, inviting any objections to the changes. As no objections were received against any of the applications, the register of political parties was amended accordingly.

An application to change the registered political party abbreviation of Sustainable Australia (ACT) from Sustainable Australia to Sustainable Australia – Stop overdevelopment. Stop corruption. was received by the Electoral Commissioner on 25 February 2020. The application was publicly notified, as required by the Electoral Act, inviting any objections to the changes. One objection to the party's application to change the registered abbreviation was received before the closing date. In accordance with the Electoral Act, the Commission provided the Registered Officer of Sustainable Australia (ACT) with a copy of the objection. The Registered Officer of Sustainable Australia (ACT) submitted a written response to the objection in March 2020.

In accordance with the Electoral Act, the ACT Registrar of Political Parties, a delegate of the ACT Electoral Commissioner, provided to the Registered Officer of Sustainable Australia (ACT) and the objector, a Review Statement giving reasons for the decision to uphold the request to change the registered abbreviation of the name of Sustainable Australia. In response to the Review Statement, the objector formally requested, under the Electoral Act, for a review of the decision by the full ACT Electoral Commission. The Commission will formally report on the outcome of this application in the 2020/2021 annual report.

At least once in the life of each Assembly, the Electoral Commissioner conducts a membership check of each registered political party in accordance with part 7 of the Electoral Act, in order to be satisfied that each party retains the right to be registered. Section 98 of the Electoral Act provides that the Commissioner must cancel the registration of a party if he or she is of the belief that the party does not have at least 100 members who are electors. Accordingly, the Commissioner wrote to all registered political parties requesting a list of at least 100 members who were on the ACT electoral roll in order to determine whether the parties continued to be eligible for registration. As a result of this process the registration of Canberra Community Voters was cancelled upon request by the party secretary, taking effect during the previous reporting period on 9 May 2019. The remaining registered political parties at the time of the eligibility check provided the required lists which were checked against the ACT electoral roll. Each member on the lists was written to requesting confirmation of their membership status. Following these checks, the Commissioner considered that the membership criteria for registration was satisfied for each remaining party on the register.

As at 30 June 2020, the following ten parties were listed on the register of political parties.

TABLE 11 — Registered political parties as at 30 June 2020

Party name	Party abbreviation
Animal Justice Party	AJP
Australian Labor Party (ACT Branch)	ACT Labor
Belco Party (ACT)	Belco Party
Canberra Progressives	CP
Liberal Democratic Party	Liberal Democrats
Liberal Party of Australia (A.C.T. Division)	Canberra Liberals
Sustainable Australia (ACT)	Sustainable Australia
The ACT Greens	The Greens
The Community Action Party (ACT)	Community Action
The Flux Party – ACT	The Flux Party (Flux the System)

The ACT's election funding, expenditure and financial disclosure scheme

The ACT's election funding, expenditure and financial disclosure scheme consists of three main components

- Public funding of election campaign expenditure and party/MLA administrative expenditure;
- Limits on the amount of electoral expenditure that may be incurred in an election year; and
- Disclosure of the financial transactions of registered political party groupings, MLAs, associated entities, candidates, third party campaigners, broadcasters and publishers.

No amendments to election funding, expenditure and financial disclosure legislation were made under the *Electoral Act 1992* 2019/2020. The last changes took effect from 3 March 2015. However, as noted in the 2018/2019 Annual Report, amendments to *Commonwealth Electoral Act 1918* have had a significant effect on the operation of the ACT's funding and disclosure scheme since taking effect from January 2019.

While the ACT's *Electoral Act 1992* funding and disclosure provisions remain unchanged, the Commonwealth reform laws mean that, for a gift or gifts that have been provided to an ACT political entity such as a political party, MLA or associated entity, without the express designation by the donor that it can be used for a Territory electoral purpose, or it has not been kept or identified separately by the political entity for a Territory electoral purpose, the recipient of the gift is not required under ACT electoral law to disclose the gift particulars.

In 2019, Elections ACT advised ACT political entities of the effect of the amendment to Commonwealth electoral laws, including that they must continue to comply with ACT's disclosure scheme, where the gift recipient keeps or identifies the gift separately in order for it to be used only for a Territory electoral purpose, or it is used within the relevant disclosure period for Territory electoral purposes, or it has been donated with the express designation that it be used for Territory electoral purposes. Elections ACT updated the funding and disclosure factsheets and FAQs on the Elections ACT's website to reflect the effects of the Commonwealth legislation changes.

Education strategies

Elections ACT undertakes a range of education strategies to ensure that political participants are aware of their obligations under the ACT's election funding, expenditure and financial disclosure scheme and any effect from other jurisdictions legislation sources.

The election funding and disclosure section on the Commission's website includes a range of detailed information to assist political entities, candidates, and third-party campaigners to understand the requirements and obligations. Funding and disclosures publications such as manuals, FAQs, policies and factsheets were available in 2019/2020.

Elections ACT publishes a table on its website detailing the nature of any issues arising from reviews of compliance with the disclosure provisions, including the findings of the Electoral Commissioner and the reasoning behind any decision regarding sanctions. The compliance review findings can be accessed on the Elections ACT website at www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2. The Commission intends to continue to publish detailed reports following each compliance review process. In 2019/2020 no compliance reviews were undertaken.

As 2020 is an election year, Elections ACT will be conducting a series of compliance reviews of gifts, annual returns and election returns during 2020/2021 financial year. A new compliance review contract was signed with Callida Consulting Pty Ltd on 16 June 2020 to undertake the compliance review to ensure that the disclosure obligations under the ACT funding and disclosure scheme are being met by all ACT political entities. The contract has been awarded to Callida Consulting Pty Ltd for the period from 2020 to 2023.

Elections ACT publishes its electoral expenditure, funding and financial disclosure 2020 to 2023 compliance review program, including the review policy, review schedule and associated documents on the Elections ACT website. The purpose of publishing the compliance review program and the compliance policies is to provide political entities with an overview of the proposed compliance review timetable, and to remind political entities that their financial records and documents will be examined on a regular basis. The compliance reviews are intended to ensure that disclosure obligations under the Electoral Act are being met.

The Compliance Review Schedule 2020 to 2023 and other compliance policies can be accessed on the Elections ACT website at www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2.

Disclosure mechanisms

Approved electronic pro-forma forms are provided to political entities for preparation and submission of the regular disclosure of gifts totalling \$1,000 or more, annual returns, and election returns.

The approved pro-forma forms for relevant disclosure periods can be accessed on the Elections ACT website at www.elections.act.gov.au/funding_and_disclosure/funding_and_disclosure_forms.

Election funding

The ACT scheme for election funding is a formula-based direct-entitlement scheme, involving automatic payments to parties and candidates calculated by multiplying the total number of first preference votes received by a prescribed amount, adjusted each 6 months by the All groups consumer price index (CPI) issued by the Australian Bureau of Statistics. The Electoral Amendment Act 2015, passed by the Legislative Assembly on 19 February 2015, increased the amount that applied at the 2016 ACT election from \$2 at the time of the 2012 election to \$8 per vote at the 2016 election. This amount will be indexed by CPI for future elections. The election funding rate for 2020 is set at 862.105 cents per first preference vote received. The election funding amounts for the 2020 election can be viewed on the Elections ACT website at www.elections.act.gov.au/funding_and_disclosure/election_funding.

Administrative funding

Registered political parties with Legislative Assembly representation and non-party MLAs (if any) are entitled to receive administrative funding payments under the Electoral Act. The provision of administrative funding commenced from 1 July 2012.

These payments are intended to help registered political parties and non-party MLAs (if any) meet the administrative cost of running their offices and complying with the disclosure requirements of the

Electoral Act. Administrative funding cannot be used to incur expenditure for an ACT, federal, state or local government election.

Payment is made on a quarterly basis in arrears and at commencement amounted to \$5,000 per MLA per quarter. Where an MLA is an MLA for only a part of a quarter, the payment is adjusted on a pro rata basis. The administrative funding payment amount is indexed by CPI each year.

The amount set for 2019 was \$5,686.37 per MLA per quarter. The quarterly amount set for 2020 calendar year is \$5,781.56 per MLA. The total administrative funding payment paid during 2019/2020 to each registered political party with a full term's Legislative Assembly representation ACT is \$22,935.86.

Parties and non-party MLAs that receive administrative funding will need to maintain an account structure that will enable them to demonstrate that the funds received through administrative funding have not been used for electoral expenditure in relation to 2020 ACT, federal, state or local government election.

A summary of the payments made from 2012/2013 to 2019/2020 are shown in table below.

TABLE 12 — **Payment of administrative funding 2012/2013 – 2019/2020**

Party	Australian Labor Party (ACT Branch)	Liberal Party of Australia (A.C.T. Division)	The ACT Greens	Total /per year
2012/2013	\$154,321	\$147,393	\$38,461	\$340,175
2013/2014	\$164,970	\$164,970	\$20,621	\$350,561
2014/2015	\$167,257	\$168,657	\$21,082	\$356,996
2015/2016	\$170,853	\$171,864	\$21,483	\$364,200
2016/2017	\$231,702	\$217,388	\$36,627	\$485,717
2017/2018	\$265,491	\$242,354	\$44,248	\$552,093
2018/2019	\$270,421	\$247,886	\$45,070	\$563,377
2019/2020	\$273,501	\$252,295	\$45,873	\$571,669
Total per party	\$1,698,516	\$1,612,807	\$273,465	\$3,584,788

NOTE Payments for each June quarter were made in the following July, but were accrued as an expense in the relevant financial year.

Financial disclosure

Annual returns

The 2018/2019 annual returns were published on the Commission's website on 7 September 2019. These returns included: 9 annual returns received from registered political parties, 25 annual returns from MLAs and two annual returns from associated entities. All required annual returns were submitted.

Details of the returns can be viewed at the Elections ACT website and copies of original returns are available for public viewing at Elections ACT's office or on Elections ACT's website at https://www.elections.act.gov.au/funding_and_disclosure/financial_disclosure_returns/financial-disclosure-returns-annual-returns/20182019-annual-returns

The table below shows a summary of the receipts, payments and debts for the three parliamentary parties and the combined other parties for the 2017/2018 and 2018/2019 financial years.

TABLE 13 — **Summary of receipts, payments and debts of ACT registered parties from annual returns**

Party	2017/2018	2017/2018	2017/2018	2018/2019	2018/2019	2018/2019
	Receipts	Payments	Debts	Receipts	Payments	Debts
ALP	\$1,675,731	\$1,445,873	\$198,963	\$1,945,489	\$1,697,776	\$35,848
LP	\$752,627	\$525,501	\$13,615	\$954,051	\$1,088,155	\$9,217
Greens	\$192,820	\$215,153	\$7,678	\$586,307	\$125	\$15,176
Other	\$10,372	\$1,078	\$0	\$7301	\$2,859	\$0
Total	\$2,631,550	\$2,187,605	\$220,256	\$3,493,148	\$2,788,915	\$60,241

Public funding of parties compared to private funding

Table 14 below shows the sources of funding of the three ACT parliamentary parties represented in the Legislative Assembly for the 2017/2018 and 2018/2019 financial years, broken down into private and public funding, with private funding further broken down into those funds for which the donor is disclosed and the amount for which the donor is not disclosed.

TABLE 14 — Sources of funding received by the ACT Parliamentary parties

2017/2018	ALP - amount	ALP - % of total received	Liberal Party - amount	Liberal Party - % of total received	ACT Greens - amount	ACT Greens - % of total received
Total received	\$1,675,731		\$752,627		\$192,820	
Public ¹	\$331,262	19.77%	\$241,252	32.05%	\$44,048	22.84%
Private	\$1,344,469	80.23%	\$511,375	67.95%	\$148,772	77.16%
Private – disclosed ²	\$1,237,519	92.05%	\$383,016	74.90%	\$77,583	52.15%
Private – undisclosed ³	\$106,949	7.95%	\$128,359	25.10%	\$71,189	47.85%

2018/2019	ALP - amount	ALP - % of total received	Liberal Party - amount	Liberal Party - % of total received	ACT Greens - amount	ACT Greens - % of total received
Total received	\$1,945,489		\$954,051		\$586,307	
Public ¹	\$337,395	17.34%	\$246,728	25.86%	\$300,228	51.21%
Private	\$1,608,094	82.66%	\$707,323	74.14%	\$286,079	48.79%
Private – disclosed ²	\$866,764	53.90%	\$362,792	51.29%	\$149,960	52.42%
Private – undisclosed ³	\$741,330	46.10%	\$344,531	48.71%	\$136,119	48.58%

NOTE 1 Public funding is funding received from the ACT or Australian Electoral Commissions. In election years, parties can receive public funding payments and refunds of candidates' nomination deposits. Elections ACT paid administrative funding to the three ACT registered parliamentary parties in 2017/2018 and 2018/2019.

NOTE 2 Private – disclosed is the total amount declared where the identity of the person or organisation making the payment, and the amount, is disclosed.

NOTE 3 Private – undisclosed is the total amount declared where the identity of the person or organisation making the payment, and the amount, is not disclosed. These amounts may include payments from known sources under the disclosure threshold and/or anonymous donations.

NOTE 4 Figures rounded to the nearest dollar as exported from electoral management system.

Table 14 shows that a proportion of the funding received by the registered parties is from payers whose identity is not disclosed. Previous years' audits of party returns show that much of this funding is made up of small donations, parliamentary levies, membership fees and fundraising activities where the total amounts paid are less than the \$1,000 disclosure threshold. However, no compliance review was conducted during 2019/2020.

Returns of gifts received of \$1,000 or more

Notwithstanding the effect of the Commonwealth legislative changes that commenced on 1 January 2019, this information below is reported on the disclosure requirements outlined within the ACT's Electoral Act for gifts received totalling \$1,000 or more.

Where a registered party grouping, associated entity or a non-party candidate grouping receives a gift of \$1,000 or more, or a series of gifts that sum to \$1,000 or more, from the same person or organisation in a financial year, the receiver must lodge a disclosure return with the Commissioner within a statutory time period from the date of the receipt of the gift that exceeds the threshold.

One of the changes made by the *Electoral Amendment Act 2015* was to alter the timing of these gift disclosures. From 3 March 2015, the following disclosure periods applied:

- In an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year between 1 April and 30 June, the declaration must be made to the Electoral Commissioner by 7 July;
- In an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year after 30 June and before the end of polling day, the declaration must be made to the Electoral Commissioner seven days after the total amount received from the person reaches \$1,000; and
- In a non-election year, or in the first quarter (1 January until 31 March) of an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year, the declaration must be made to the Electoral Commissioner within 30 days of the end of the financial quarter in which the total amount received from the person reached \$1,000.

The Commissioner is required to publish these disclosure returns as soon as practicable after receipt. In practice, these returns have been published within 24 hours of lodgement.

Details of the disclosure of gifts received of \$1,000 or more are available on the Elections ACT website at www.elections.act.gov.au/funding_and_disclosure/financial_disclosure_returns/financial-disclosure-returns-gift-returns.

Review of compliance with financial disclosure provisions

Following the introduction of the campaign finance reforms from 1 July 2012, the Commissioner introduced a structured program of compliance reviews. The 2020 to 2023 compliance review schedule is published on Elections ACT's website at www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2.

No compliance review was undertaken in 2019/2020.

OBJECTIVE 3 Deliver efficient and accountable governance and business support systems

KEY RESULT AREA 3.1

Financial management

Financial management in the Commission

The members of the Commission were established as officers of the ACT Legislative Assembly from 1 July 2014, following the passage in November 2013 of the *Officers of the Assembly Legislation Amendment Act 2013*.

Key changes that flowed from this new status included the allocation of the electoral services budget directly to the Commission, and the granting of director-general powers to the ACT Electoral Commissioner under the *Financial Management Act 1996*.

Previously, the electoral services budget was allocated to the Commission's portfolio Directorate, the Justice and Community Safety Directorate (JACS), and the Commissioner exercised financial powers as a delegate of the director-general of that Directorate. Under this arrangement, the formal financial statements relating to the Electoral Commission were published in the JACS annual report.

As a result of the changes, the Commission became responsible for publishing its formal financial statements in its annual report.

To assist the Commissioner with the increased responsibilities for financial matters resulting from these changes, a part-time chief finance officer has been engaged on a contract basis since 2014/2015.

Reporting and analysis of the Commission's financial performance in 2019/2020 is included in Part C – Financial Management Reporting.

Financial management reporting.

The financial statements of the Commission were audited by the office of the ACT Auditor-General in July-August 2020. The Auditor-General did not identify any significant matters during the audit of the financial statements and provided an unqualified audit report.

The Auditor-General's **Independent audit report: ACT Electoral Commission** is included on page 54.

The Commission produces Controlled and Territorial financial statements. The Controlled financial statements include income, expenses, assets and liabilities over which the Commission has control. The Territorial financial statements include income, expenses, assets and liabilities that the Commission administers on behalf of the ACT Government, but does not control.

The total controlled operating result for the Commission for 2019/2020 was a deficit of \$0.202 million, noting that of the total appropriation amount of \$4.126 million, only \$3.592 million was drawn. Appropriation of \$0.528 million was rolled from 2019/2020 to 2020/2021. This rollover is intended for recurrent costs associated with the Commission's Electoral Management Systems and additional resources for the 2020 ACT Legislative Assembly election.

The Commission did not present Territorial financial statements. There were no significant revenues and expenses during the reporting period as 2019/2020 is a non-election year.

Records management program

In compliance with the *Territory Records Act 2002*, the Commission has in place a records management program. The ACT Electoral Commission's records management program has been approved by the Electoral Commissioner as the entity's principal officer and submitted to the Director of Territory Records.

Elections ACT's office manager holds the dedicated role of records manager for the agency.

The records management program is available on the Elections ACT website: www.elections.act.gov.au/publications/corporate_publications. The records management program was last reviewed in 2015/2016. This program is currently under review.

Elections ACT uses the Whole of Government HPE as their Electronic Digital Record Management System (EDRMS), with assistance provided by ACT Record Services Office.

Elections ACT continues to move towards a more digital environment and is committed to working with ACT Records Services to improve the streamlining of digital record keeping processes.

All staff in Elections ACT are responsible for records management in relation to their functions.

During 2017/2018, the Commission engaged an external provider to conduct an internal audit review, resulting in six categories of recommendations with 17 specific recommendations. The Commission agreed with the recommendations, and Elections ACT has commenced work on implementing these.

The Elections ACT Records Disposal Schedules applicable to 2019/2020 were listed on the ACT Legislation Register as follows:

Table 15 — Records Disposal Schedules used by the ACT Electoral Commission

Records disposal schedule name	Effective	Year and number
Territory Records (Records Disposal Schedule – Election and Referendum Services to Other Agencies Records) Approval 2014 (No 1)	1 July 2014	NI2014-289
Territory Records (Records Disposal Schedule – Elections and Referendums for the ACT Legislative Assembly Records) Approval 2014 (No 1)	1 July 2014	NI2014-288

Elections ACT does not create or hold records containing information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage.

Elections ACT has not completed a Record Keeping Maturity Assessment in conjunction with the Territory Records Office during the reporting period, as recommended by the Territory Records Office. It is intended that this assessment be conducted in the upcoming reporting period.

ICT applications

Since the conduct of the Commission's first election in 1995, Elections ACT has progressively introduced a range of information and communications technologies aimed at improving electoral services for the ACT community. Elections ACT has led Australia in the adoption of many electoral ICT innovations, notably the electronic voting and counting system introduced at the 2001 election, the ballot paper scanning introduced at the 2008 election and the electronic polling place management and roll mark-off system introduced at the 2012 election.

ICT systems and databases continue to play a large role in Elections ACT's operations and election preparations.

Capital funding for the development and/or upgrade of election ICT systems was provided in the Commission's 2018/2019 budget. Preparations for the 2020 ACT election continued in 2019/2020 involving the commencement of ICT business system procurement processes for a modernised election management system and limited overseas e-voting system, and the continuation of re-development processes in relation to electronic voting and counting and the Legislative Assembly Polling Place and Election Results Display System.

Despite the impacts of enduring pandemic conditions in the reporting period, work undertaken in relation to the Commission's ICT business systems during the 2019/2020 financial year included:

- eVACS® – the ACT's electronic voting and counting system. Following an independent review into electronic voting in the ACT in 2017/2018, the ACT Electoral Commission worked with the Australian Signals Directorate and Shared Services ICT to finalise a set of requirements for the upgrade of eVACS®. The upgrade project has modernised the underlying technology platform and security protocols associated with the eVACS® and implemented a number of functionality improvements including the touchscreen user interface.
- LAPPERDS – the Legislative Assembly Polling Place and Election Results Display System. Minor usability issues and functionality improvements identified at the 2016 ACT election have been implemented in preparation for the 2020 election. The project was completed during the reporting period.
- TIGER and overseas e-voting – the Commission's election management database system. During the 2017/2018 reporting period, the Commission engaged an external independent reviewer to investigate and recommend the appropriate future technology platform for the Commission's critical election management system. The Commission received capital funding across the 2018/2019 and 2019/2020 financial years, along with recurrent funding to provide for a redevelopment of the TIGER databases to a contemporary technology platform along with the development of a limited overseas e-voting system. An open tender was issued on 24 June 2019 and a contract with the successful vendor was signed on 2 January 2020. The full project is scheduled for completion in June 2021.

ICT resources

Shared Services ICT, the ACT Government information technology management agency, continued to provide ICT resources and support to Elections ACT in 2019/2020.

Internet

Elections ACT continued to maintain and update the Elections ACT website during 2019/2020. The Elections ACT website address is www.elections.act.gov.au.

All ordinary updating and maintenance of the website is undertaken in-house. For more detail on the Elections ACT website see **Information service**.

OBJECTIVE 4 – Foster a strong and positive values based culture for our workforce

KEY RESULT AREA 4.1

Human resources management

Election staffing and human resource developments

Elections ACT is an agency with a small permanent workforce. At the commencement of this reporting period Elections ACT employed as its base staffing establishment a total of twelve full time equivalent staff under the *Public Sector Management Act 1994*.

During this reporting period, Elections ACT increased its temporary contract staff by five to assist with a range of tasks in preparation for the conduct of the 2020 Legislative Assembly Election. Positions were advertised in Education and Information, Operations, ICT support and Training.

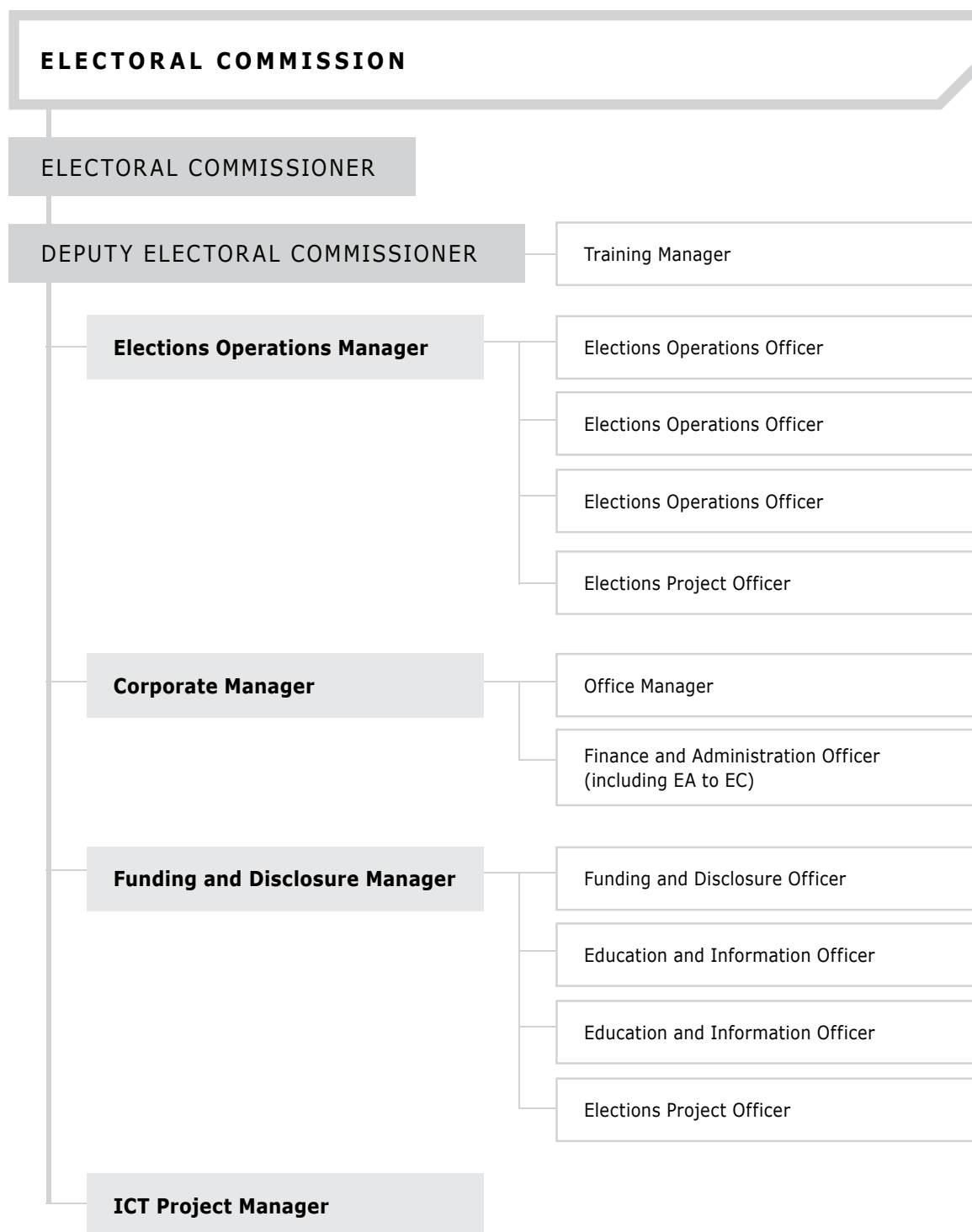
Elections ACT undertook recruitment processes in line with the recruitment conditions for the Public Sector Management Act.

The Commissioner may also employ casual staff and engage consultants under the *Electoral Act 1992*, on terms and conditions determined by the Commission. Elections ACT maintains an in-house database of applicants for casual and temporary employment. In 2019/2020 election casuals and senior casuals were employed under section 32 of the Electoral Act as required to assist with projects.

During the reporting period the Elections ACT COVID Safe Plan was implemented to ensure continued safe working practices and the health and well-being of all staff. Remote working arrangements and the closure of the office to public access placed additional pressure upon staff in the continued professional and timely execution of their duties, and in preparing for the election.

The following graphic shows the organisation chart for Elections ACT as at 30 June 2020:

FIGURE A — **Elections ACT organisational structure chart – permanent & temporary officers - 30 June 2020**



Elections ACT purchases transactional human resource services, including recruitment and payroll support, from the ACT Government's Shared Services agency. Elections ACT negotiated to purchase additional strategic human resource services from the Shared Services corporate team in 2015/2016.

These additional strategic HR services commenced on 1 July 2016. The current agreement is ongoing until 2021.

Elections ACT uses the whole of ACT Government panel for the provision of and access to the Employee Assistance Provider, on a fee-for-service arrangement.

Public interest disclosure

The *Public Interest Disclosure Act 2012* requires each public sector agency to establish and maintain procedures to facilitate the making of public interest disclosures. The Public Sector Standards Commissioner has published guidelines to explain and support the way in which public sector entities covered by the Act should handle disclosures. The Commission has adopted these whole of government procedures.

During 2019/2020, no public interest disclosures related to the Commission or Elections ACT were lodged.

B.3 Scrutiny

2018-19 Annual and Financial Reports Hearing

The Electoral Commissioner and Deputy Electoral Commissioner represented the Commission at a hearing of the 2018-19 Annual and Financial Reports conducted by the Assembly Standing Committee on Justice and Community Safety in relation to the Commission's 2018/2019 annual report on 6 November 2019.

The Committee published its findings in the Report on Annual and Financial Reports 2018-2019 (Report Number 8 of March 2020) on 27 March 2020. See www.parliament.act.gov.au/_data/assets/pdf_file/0003/1508088/9th-JCS-08-Report-on-Annual-Reports-2018-2019.pdf.

The report noted that a range of matters had been discussed including: interference with election processes; pre-poll; areas of election compliance with volunteer and union organisations; the roles and responsibilities of volunteers and employees within the organisation; casual and contract employees; ethical employment and enterprise agreement standards; staff welfare with reference to pay and the hours of work undertaken during time-intensive election periods; the increase of staff numbers in the build up to the election; health and safety representatives; and the Australian Labor Party bill proposing a communications allowance for Members of the Legislative Assembly.

The Committee made no recommendations with respect to electoral services.

Select Committee on Estimates 2019-2020

The Electoral Commissioner and Deputy Electoral Commissioner represented the Commission at a hearing of the Select Committee on Estimates 2019-2020 on 28 June 2019. The Committee report was delivered in July 2019 with matters considered including electoral redistribution, polling booths and the count-back process when a sitting member resigns. The report can be found at https://www.parliament.act.gov.au/_data/assets/pdf_file/0007/1392712/9th-Assembly-Estimates-2019-2020-Appropriation-Bill-2019-2020-and-Appropriation-Office-of-the-Legislative-Assembly-Bill-2019-2020.pdf

Auditor-General reports

The ACT Auditor-General did not publish any reports or recommendations directly related to the Commission in 2019/2020.

Ombudsman reports

The ACT Ombudsman did not publish any reports or recommendations directly related to the Commission in 2019/2020.

B.4 Risk management

In preparation for the 2020 election, the Commission refined the structure and content of key risk management documents through publication of a new Risk Management Framework and Policy in December 2019. This included refinement of the Commission's strategic and operational risk registers during the reporting period and continued development of the Risk Management Plan. These documents facilitated an appropriate strategic focus on election related risks by the Commission through active regular reviews during 2019/2020. This register includes risk assessment and mitigation strategies for the following classes of risks:

- Reputation and image;
- Products and services;
- Operational;
- Environment;
- Assets;
- People;
- Strategic;
- Technology including cyber; and
- Fraud.

Under the direction of the Electoral Commissioner, Elections ACT also undertook risk management assessments for all its major projects and contracts. The Commission also reviews these assessments as part of the regular Commission meetings.

B.5 Internal audit

During 2019/2020, the Commission commenced two further internal audit activities into party registration processes and data protection. These two internal audits were ongoing as at the end of the 2019/2020 reporting period.

Two internal audit activities commenced during the 2018/2019 reporting period. Internal audit activities into Risk Management were still ongoing at the conclusion of the 2019/2020 financial year whilst internal audit on financial control was completed in February 2020.

B.6 Fraud prevention

The Commission has a fraud and corruption prevention plan, which articulates the control measures in place to prevent fraud and corruption occurring within the Commission and ensures these are appropriately managed when reported. The fraud and corruption prevention plan is a requirement of the *Public Sector Management Standards 2016* and is prepared according to ACT Government Guidelines and Australian Standard 8001.

In accordance with the ACTPS Integrity Policy, the Commission has a senior executive responsible for business integrity risk (SERBIR). This role is allocated to the Deputy Electoral Commissioner. The SERBIR is responsible for reporting to the Electoral Commissioner on the overall compliance of the Commission with the ACTPS Integrity Policy. The position has responsibility for taking direct reports of allegations of potential fraud and corruption from staff. The SERBIR also has responsibility for dealing with reports under the Public Interest Disclosure (PID) process.

There were no reports or allegations of fraud or corruption received in 2019/2020.

B.7 Freedom of information

Section 24 of the *Freedom of Information Act 2016* (the FOI Act) requires agencies to make open access information publicly available unless the information is contrary to the public interest information.

A list of available publications is included on the Elections ACT website at www.elections.act.gov.au/about_us/freedom_of_information.

The Commission received four FOI Access Applications in 2019/2020, three of which were finalised within the extended time frames provided for in relation to third-party consultations. The fourth access application was suspended under section 34(4) of the *Freedom of Information Act 2016* and the suspension continued for the full three months without re-engagement and was accordingly finalised.

The ACT Electoral Commission's FOI disclosure log is available from its website.

B.8 Community engagement activities

Elections ACT had no community engagement activities to report during the reporting period.

B.9 Aboriginal and Torres Strait Islander reporting

In March 2020, Elections ACT advertised a designated position in accordance with section 42 of the *Discrimination Act 1991* only open to Aboriginal and Torres Strait Islander people. The position advertised was for a temporary role for the management of the ATSIEB election. At the end of the recruitment process, no applications had been received. Due to the postponement of the ATSIEB election, this position was not filled in the 2019/2020 reporting year.

In May 2019, the ACT Government launched the Aboriginal and Torres Strait Islander Procurement Policy. This policy encourages Territory officers to seek quotes from relevant Aboriginal and Torres Strait Islander Enterprises wherever possible. Elections ACT takes this policy into consideration through procurement processes.

Reporting of Elections ACT expenditure is outlined in Part C.6.

B.10 Workplace health and safety

Elections ACT considers workplace health and safety (WHS) principles and practices in all its activities.

Elections ACT has adopted the whole of government WHS policy statement and had access to Chief Minister, Treasury and Economic Development Directorate (CMTEDD) WHS personnel in 2019/2020.

In 2017/2018, Elections ACT introduced a new internal Testing and Tagging Policy of electrical items. A member of staff completed the necessary training under AS/NZ 3760:2010 to test and tag electrical items in-house instead of engaging a contractor. An annual check of testing and tagging was conducted in this reporting year for the Elections ACT office. Testing and tagging of electrical items used for the conduct of the 2020 Legislative Assembly election, including over 600 laptops commenced in the 2019/2020 reporting year and will continue into 2020/2021.

Elections ACT has two fire wardens, a health and safety representative, a respect, equity and diversity officer and a designated first aid officer.

Incoming post is scanned by the ACT Government Registry before being opened by Elections ACT staff. There were no reportable WHS incidents in 2019/2020.

No workers compensation claims were made under the *Work Health and Safety Act 2011* during the reporting period.

Elections ACT is continuing with its preparations for the 17 October 2020 ACT Election and is investigating additional measures that can be implemented to ensure the safety of electors and election workers. Additional work health and safety measures include, but are not limited to:

- Queue controllers will be in place to ensure 1.5 metre social distancing is maintained in any queue;
- Floor markers and other signage will be used to enforce proper social distancing;
- Prominent signage will be displayed for voters to encourage increased hygiene, social distancing, and remaining home if voters are feeling unwell;
- Hand sanitiser station will be available at the entry and exit points of voting centres and electors will be requested to sanitise their hands before entering and exiting the venue;
- Hand sanitiser will be used by polling staff regularly during voting;
- Vote issuing tables where voters are marked off the electoral roll and issued with their ballot paper will be spaced 1.5 metres apart;
- At each issuing table, a perspex screen will be in place to increase protections between electors and staff;
- Electors will be offered single-use pencils when issued with a ballot paper;
- Voting screens will be situated to allow social distancing and/or queue controllers will be instructed to allocate voters to ensure 1.5 metres distancing is maintained;
- Voting screens and common touch point surfaces such as issuing point tables, will be regularly wiped down with disinfectant; and
- Personal Protective Equipment (PPE) will be made available.

B.11 Human resources management

A summary of the Commission's human resources management can be found on **page 34** under Key result area 4.1 – Human resources management

Enterprise Agreements

The *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021* was approved by Fair Work Australia on 27 March 2019 and became operational 3 April 2019. This agreement covers Elections ACT staff employed under the Public Sector Management Act.

Terms and conditions of temporary staff employed under the *Electoral Act 1992*

The terms and conditions of temporary staff employed under the *Electoral Act 1992*, underwent a review in this reporting year in preparation for the 2020 Legislative Assembly Election. These terms and conditions will be submitted to the Commission for endorsement in the new reporting year.

Australian Workplace Agreements

No Elections ACT staff were employed under an Australian Workplace Agreement.

Attraction and retention special employment arrangements

Reporting of attraction and retention incentives in 2019/2020 for Elections ACT has been included in the submission by Elections ACT to the State of the Service report.

Continuous improvement

Elections ACT is committed to fostering an environment of continuous improvement and providing satisfying work and development opportunities to staff.

In 2019/2020, the Commissioner continued to implement a Staff Training, Education and Planning (STEP) program, with staff participating in STEP days to ensure Elections ACT is prepared individually and organisationally for the challenges and opportunities ahead.

Permanent staff are encouraged to pursue secondments to other agencies and to contribute to international, interstate and national electoral projects to develop new skills through on-the-job training and external training courses.

Elections ACT promotes collaboration with other directorates and electoral commissions through staff attendance at various national workshops and conferences throughout the year, including ECANZ meetings for the temporary employment staff working group and indigenous electoral participation working group.

Elections ACT staff were provided with the opportunity to undertake a range of learning and development activities in this reporting year (see **Learning and development**).

Elections ACT staff regularly participate in decision making forums and strategic planning workshops. Where appropriate, staff are invited to brief the Commission on subjects in which they hold expertise, to develop their skills and confidence.

Learning and development

In 2019/2020, Elections ACT staff participated in a range of formal and informal learning and development activities. These activities covered a range of information technology, finance, WHS, communication and ACT Government-specific issues. The equivalent of \$2,000 per FTE is allocated within the Commission's budget in support of agreed corporate and individual learning requirements.

During 2019/2020, Elections ACT staff continued participation in the ACT Electoral Commissioner's STEP training initiative allowing staff to undertake group training on key corporate issues. In 2019/2020, STEP training covered WHS, effective remote work practices and a significant focus on planning for the 2020 ACT Legislative Assembly election. Much of these training activities were successfully conducted via webinars owing to remote working arrangements.

Table 16 provides a summary of learning and development opportunities completed during 2019/2020. The table also includes webinars and information about staff training approved under the ACTPS Studies Assistance Program.

TABLE 16 — Elections ACT learning and development activities

Initiative	No. of Participants
Information Technology	
Squiz	2
Accounts Payable Invoice Automation System	3
Finance	
2018-2019 Financial Audit Seminar	1
ACTGOV Audit & Risk Management Committee Forum (CPA Australia)	1
CPA Congress	1
Work Health and Safety	
Dealing with Uncertainty – COVID-19 Webinar	3
Emerging from COVID-19 Lockdown	1
Emotional Intelligence at Work	1
Financial Wellness – COVID-19 Webinar	1
First Aid	1
Healthy Brain, Healthy Body – COVID-19 Webinar	1
Looking out for Your Mates – COVID-19 Webinar	1
Managing Mental Health in the Workplace	1
Managing Stress – COVID-19 Webinar	2
Mental Health First Aid	1
Mindfulness – COVID-19 Webinar	1
Nutrition to Boost Your Immune System – COVID-19 Webinar	2
Positive Parenting – COVID-19 Webinar	2
Sleep and Our Health – COVID-19 Webinar	1
Thrive under Pressure – COVID-19 Webinar	1
WHS training for Managers and supervisors	10
Communication	
Business Writing for Public Service	1
The Art of Effective Communication	1
Government Specific	
BRIDGE Course – Introduction to Electoral Administration Module	1
ERRN workshop – Elections, Engagement & Democracy	2
Introduction to Government Procurement	3

Initiative	No. of Participants
Introduction to the Enterprise Sustainability Platform (ESP)	2
Using the ESP for Annual Reporting	2
Foreign Policy Analysis ¹	1
Other	
How to be a Mentor for Staff with Disability	1
SBS Cultural Competence	2
Compulsory Voting Seminar	2
Democracy Ambassador Program and Schools Education Program	1
Effective Remote Working Practices for Executive/Managers	5
Effective Remote Working Practices	18

NOTE 1 Approved Study Assistance Program

Workforce details

The following tables set out details of permanent and temporary staff employed during 2019/2020, including the Electoral Commissioner. As required by the annual report directions, the figures presented are as at 30 June 2020. The tables do not include the two part-time Commission Members or casual staff employed during the year who were not employed as at 30 June 2020.

TABLE 17 — Full-time employees and headcount

	Female	Male	Total
FTE by gender	10.7	7.0	17.7
Headcount by gender	12.0	7.0	19.0
% of workforce (headcount)	63.2	36.8	100.0

TABLE 18 — Classifications

Classification group	Female	Male	Total
Administrative officers	10	3	13
Senior officers	2	3	5
Statutory office holders	0	1	1
Total	12	7	19

TABLE 19 — Employment category

Employment category	Female	Male	Total
Casual	0	0	0
Permanent full-time	7	4	11
Permanent part-time	2	0	2
Temporary full-time ¹	2	3	5
Temporary part-time	1	0	1
Total	12	7	19

NOTE 1 The Electoral Commissioner is classed as being a temporary full-time employee, as a statutory office holder employed for a fixed term.

TABLE 20 — Employee by age and gender²

Age Group	Female	Male	Total
Under 25			
25-34			
35-44			
45-54			
55 and over			
Total	12	7	19

NOTE 2 This table does not show age details for individuals to protect their privacy, given the small number of staff employed by Elections ACT.

TABLE 21 — Average length of service by gender

Gender	Average length of service
Female	9.3
Male	4.0
Total	7.3

TABLE 22 — Agency profile

Agency	FTE	Headcount
ACT Electoral Commission	17.7	19
Total	17.7	19

TABLE 23 — Equity and workplace diversity

	A	B	C	
	Aboriginal and/or Torres Strait Islander employment	Culturally & linguistically diverse employment	Employment of people with a disability	Number of employees who identify in any of the equity & diversity categories
Headcount	0	6	0	6
% of total staff	0	31.6	0	31.6

The tables representing workforce recruitment and separation data are not supplied. Given the small number of staff employed by Elections ACT and due to the small sample size, the recruitment and separation data was not statistically valid or reliable and therefore these tables have been omitted from this annual report.

B.12 Ecologically sustainable development

The ACT Electoral Commission is committed to the principles of ecologically sustainable development (ESD) as set out in the *Environment Protection Act 1997* and required by the *Climate Change and Greenhouse Gas Reduction Act 2010*.

The Commission has been an accredited Actsmart business for eight consecutive years as a result of demonstrating waste reduction and recycling practices with results reflected by audit. The Commission has established practices to reduce energy consumption, limit paper use, divert waste from landfill and educate and inform staff. Initiatives in the past year include Commission staff recycling plastic through the Lids for Kids program and unwanted mobile phone accessories in Actsmart's annual Mobile Roundup. In addition, electoral information kits are now provided in electronic format rather than hardcopy.

Sustainability considerations have been applied to the delivery of ACT elections where possible. Sustainability has been a key consideration in the procurement of cardboard equipment for polling places, such as the voting screens, for the 2020 ACT election in October. It is made from unbleached cardboard with 100% recycled content. To avoid environmental contamination, the cardboard is not printed on. After the election, the cardboard will be offered to schools that are polling place venues for re-use. Any that is unwanted will then be recycled.

Elections ACT was not asked to provide the Commissioner for the Environment with any assistance in the preparation of the State of the Environment Report, nor did the Commissioner carry out any investigations or make any recommendations in relation to the activities of the Commission.

During 2019/2020, Elections ACT occupied 160 square metres of accommodation in North Building from July to October. The office relocated at the end of October to a larger tenancy on Level 6, 221 London Circuit. This was necessary to accommodate the staffing levels required for the 2020 ACT election preparation and management.

In aligning with the ACT Government's commitment to achieving carbon neutrality by 2020, Elections ACT's operational consumption of resources for 2019/2020 is outlined below and compared with the data for 2018/2019.

TABLE 24 — Stationary energy usage

Stationary energy usage	Unit	2019/2020	2018/2019	Percentage change
Electricity use	Kilowatt hours	9,675	33,030	N/A
Natural gas use	Megajoules	3,966	9,426	N/A
Diesel	Kilolitres	N/A	N/A	N/A

Stationary energy usage data is sourced from the Enterprise Sustainability Platform (ESP), maintained by ACT Government. The ESP provides continuously updated, accurate and auditable water, energy (electricity and gas), and greenhouse gas emissions data and utility billing cost information.

ESP data for 2019/2020 is incomplete. Data for North Building, occupied by the Commission for July-October 2019 is reported. Data for the Commission's tenancy on Level 6, 221 London Circuit is unavailable from the building owner. Accordingly, no meaningful percentage change can be calculated.

TABLE 25 — Water use

Water usage	Unit	2019/2020	2018/2019	Percentage change
Water use	Kilolitres	23	83	N/A

ESP data for 2019/2020 is incomplete. Only data for North Building, occupied by the Commission for July-October 2019, is available for reporting. Data for the Commission's tenancy on Level 6, 221 London Circuit is unavailable from the building owner. Accordingly, no meaningful percentage change can be calculated.

TABLE 26 — Resource efficiency and waste

Resource efficiency and waste	Unit	2019/2020	2018/2019	Percentage change
Reams of paper purchased	Reams	100	78	28.2
Recycled content of paper purchased	Percentage	100	100	0
Waste to landfill	Litres	450	433	3.9
Co-mingled material recycled	Litres	422.4	1,267.14	N/A
Paper and cardboard recycled (incl. secure paper)	Litres	717	882	-18.7
Organic material recycled	Litres	1065	304	N/A

Waste to landfill is estimated using data collected from periodic audits of workstation waste bins. This method gives greatly increased accuracy of data compared with an estimation based on building occupancy percentage x bin size x number of collections.

Data for co-mingled material recycled in 2019/2020 is incomplete. Only data for North Building, occupied by the Commission for July-October 2019, is available for reporting. Data for the Commission's tenancy on Level 6, 221 London Circuit is unavailable from the building owner. Accordingly, no meaningful percentage change can be calculated.

Paper and cardboard recycled was inadvertently misreported in 2018/2019. This error has been corrected in the table above.

For 2018/2019 an estimate of organic material recycled was provided as no supplier data was available due to a change in ownership. 2019/2020 data has been supplied by the new owners. It covers the period July to March as collections were suspended at that stage due to COVID-19 when staff worked remotely. Percentage change has not been calculated due to the differing periods.

TABLE 27 — Greenhouse gas emissions

Greenhouse gas emissions	Unit	2019/2020	2018/2019	Percentage change
Emissions from stationary energy use	Tonnes CO ₂ -e	0	19.51	N/A
Emissions from natural gas use (non-transport)	Tonnes CO ₂ -e	0.2	3.27	N/A
Emissions diesel use (non-transport)	Tonnes CO ₂ -e	N/A	N/A	N/A
Emissions from transport fuel use	Tonnes CO ₂ -e	N/A	N/A	N/A
Total emissions	Tonnes CO ₂ -e	0.2	22.79	N/A

ESP data for 2019/2020 is incomplete. Only data for North Building, occupied by the Commission for July-October 2019, is available for reporting. Data for the Commission's tenancy on Level 6, 221 London Circuit is unavailable from the building owner. Accordingly, no meaningful percentage change can be calculated.

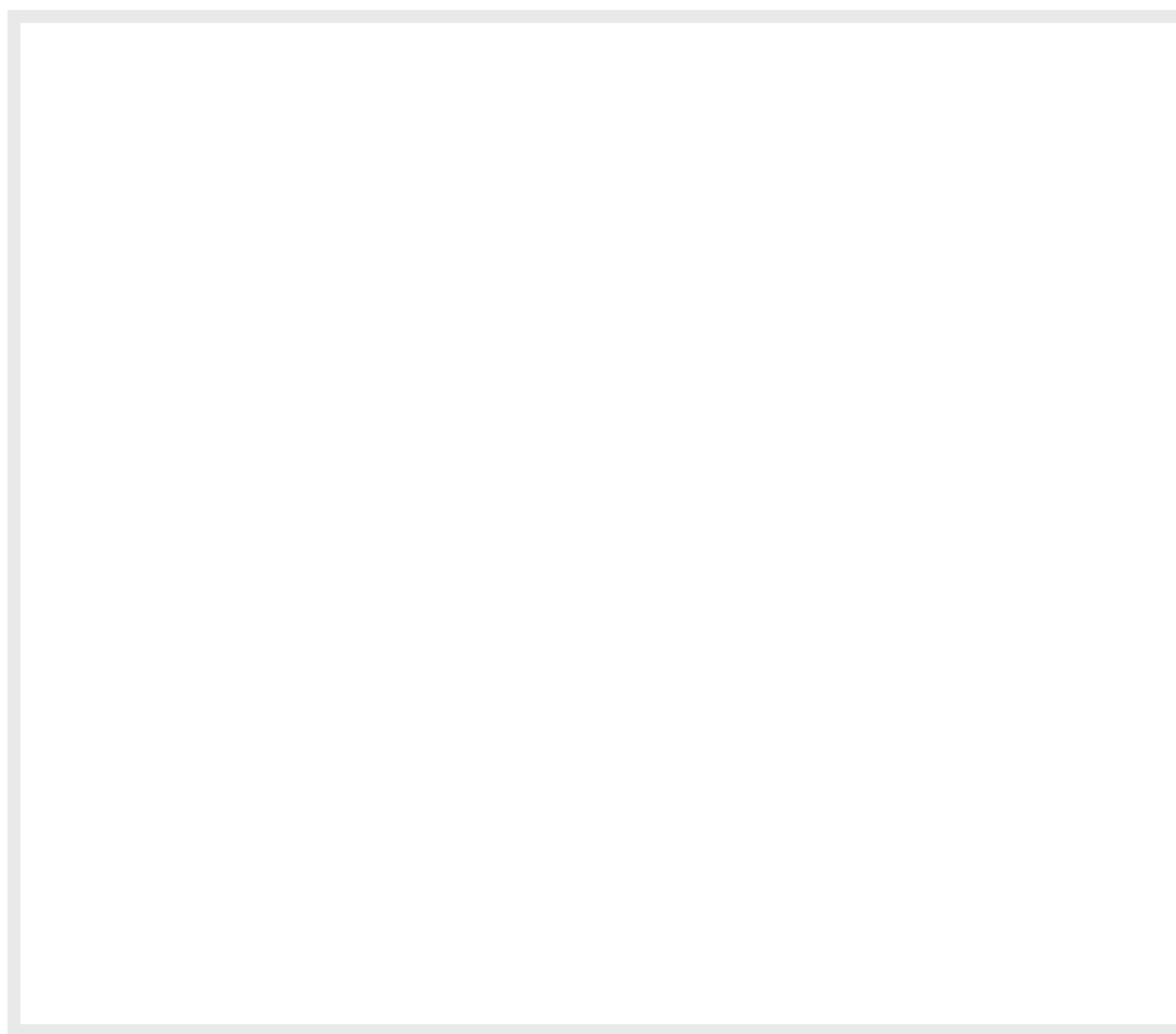
Note on emissions provided by Zero Emissions Government, Schools and Community team:

Please note that some data reported for FY 2018/2019 in the table above may differ slightly from figures reported in the 2018-19 Annual Report. These are due to updates to agency occupancy and historical consumption data, and annual adjustments to ACT specific electricity emissions factors. Where actual data is not available, the Enterprise Sustainability Platform provides estimations using an accruals function. Accruals are calculated from the average annual daily consumption of the most current 12 month period applied for the number of days of missing data.

Emissions reported for stationary energy and transport fuels include Scope 1 and Scope 2 emissions only. Scope 1 are direct emissions from sources owned and operated by the government including: emissions from transport fuel and natural gas use. Scope 2 are indirect emissions from mains electricity.

Emission factors used to calculate natural gas and fleet fuel are based on the latest National Greenhouse Accounts factors. Greenhouse gas emissions for electricity consumption have been calculated using the following emissions factors based on the latest ACT Electricity Emissions Factor Report released in 2020:

- A factor of 0.255 kilogram (kg) CO₂-e / kilowatt hour (kWh) or 0.255 tonne (t) CO₂-e /megawatt hour (MWh) has been used to calculate electricity emissions (Scope 2) for the 2018-19 period. It is based on actual historical data and is a retrospective adjustment of the original 0.507 factor (Scope 2) used for 2017-18 annual reporting; and
- The ACT met its 100% renewable electricity target in 2019/2020. This is the first year that the ACT Government will be reporting zero greenhouse gas emissions from electricity use. The ACT Government is committed to maintaining 100% renewable electricity supply beyond 2020.



PART C

FINANCIAL MANAGEMENT REPORTING

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C.1 Financial management analysis

Management discussion and analysis

ACT Electoral Commission

For the year ended 30 June 2020

General overview

Objectives

The ACT Electoral Commission (the Commission) is an independent statutory authority with responsibility for the:

- conduct of elections and referendums for the ACT Legislative Assembly;
- determination of electoral boundaries for the ACT; and
- provision of electoral advice and services to a wide range of clients.

The Commission comprises three statutory office holders – a part-time Chairperson, a full-time Electoral Commissioner and another part-time member. The members of the Commission are independent officers of the ACT Legislative Assembly. The Commission reports to the Legislative Assembly through the Speaker.

The Electoral Commissioner is the Chief Executive Officer of the Commission. The Commissioner is assisted by officers employed under the *Public Sector Management Act 1994* and the *Electoral Act 1992*.

Risk management

Risk assessment and management is an integral part of the Commission's governance processes and systems. It underpins each of the components of the Commission's governance mechanisms including strategic and operational planning, business improvement initiatives, decision-making, review and compliance processes.

In accordance with the ACT Government Risk Management Policy and Framework, the Commission has a strategic risk register in place to ensure there are processes for identifying risks, assessing opportunities to improve performance and ensure appropriate actions are taken to avoid or reduce the chance of loss. The Commission's strategic risk register is reviewed quarterly by the Commission consistent with the principles and guidelines within Risk Management Standards AS/NZS ISO 31000:2009.

Financial performance

The following financial information is based on audited Financial Statements for 2018-19 and 2019-20. The Commission has experienced material financial impacts as a result of the COVID 19 health emergency. On this basis, budget and forward estimates information has not been presented. On 18 June 2020 the Legislative Assembly resolved to delay the introduction of the Appropriation Bill 2020-2021/Appropriation (Office of the Legislative

Assembly) Bill 2020-2021 and 2020-21 Budget until after the election has been held and the formation of a government.

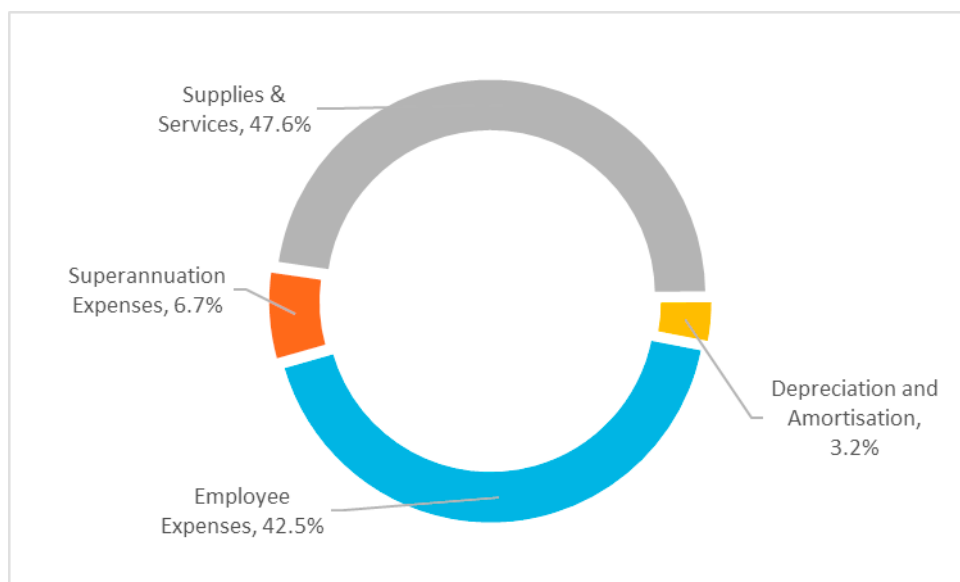
Total expenses

1.1. Components of expenses

Figure 1 shows the components of the Commission's expenses for 2019-20. The expenses consisted of:

- supplies and services of **\$2.009 million** (47.6 percent);
- employee expenses of **\$1.795 million** (42.5 percent);
- depreciation and amortisation of **\$0.133 million** (3.2 percent); and
- superannuation expenses **\$0.283 million** (6.7 percent).

Figure 1 – Components of expenses 2019-20



1.2. Comparison to budget

Total expenses were **\$4.220 million** and were **\$0.372 million** (8.1 percent) lower than the budget amount of **\$4.592 million**. The lower than budgeted result primarily relates to employee expenses being \$0.225 million lower than budget, due to the COVID-19 health emergency which required the Commission to delay the recruitment of staff essential to the conduct of the 2020 ACT Legislative Assembly election.

1.3. Comparison to 2018-19 actuals

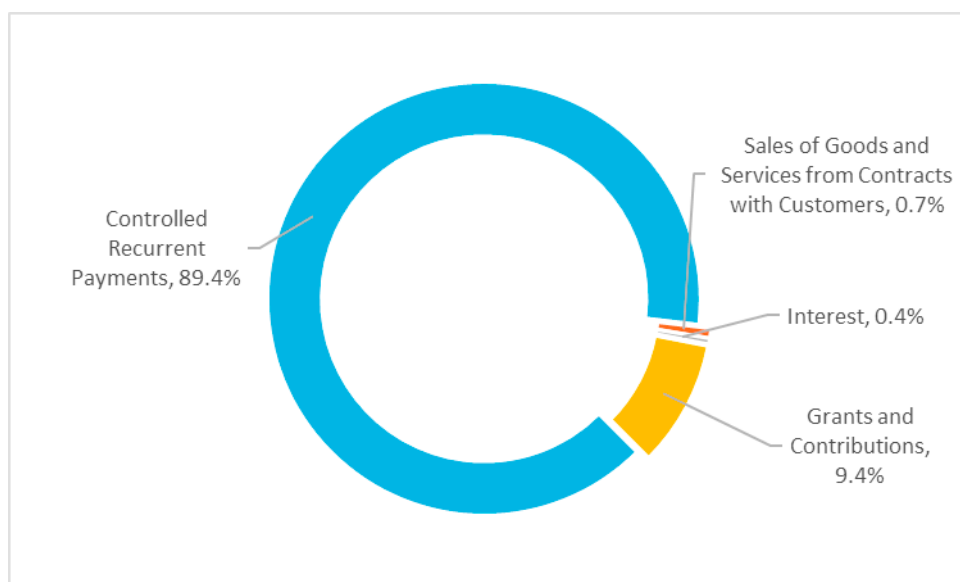
Total expenses were **\$4.220 million** and were **\$1.093 million** (35.0 percent) higher than the 2018-19 result of **\$3.127 million**. The increase in expenses corresponds with the additional costs (employees, supplies and services) associated with conducting the 2020 ACT Legislative Assembly election.

2. Total income

2.1 Components of income

Figure 2 shows the components of the Commission's income for 2019-20. The Commission's main source of income is Controlled Recurrent Payments (CRP), which accounts for **\$3.592 million** (89.4 percent) of the Commission's total income.

Figure 2 – Components of income 2019-20



2.2 Comparison to budget

Income for the year was **\$4.018 million** and was **\$0.322 million** (7.4 percent) below budget. The lower than budgeted result is mainly due to the COVID-19 health emergency which required the Commission to delay the recruitment of staff essential to the conduct of the 2020 ACT Legislative Assembly election and reduced the Commission's 2019-20 funding requirements.

2.3 Comparison to 2018-19 actuals

Total income was **\$4.018 million** and was **\$0.724 million** (22.0 percent) higher than the **2018-19** result of **\$3.294 million**. The increase in income relates to additional CRP received to cover costs associated with preparing for and conducting the 2020 ACT Legislative Assembly election.

Financial position

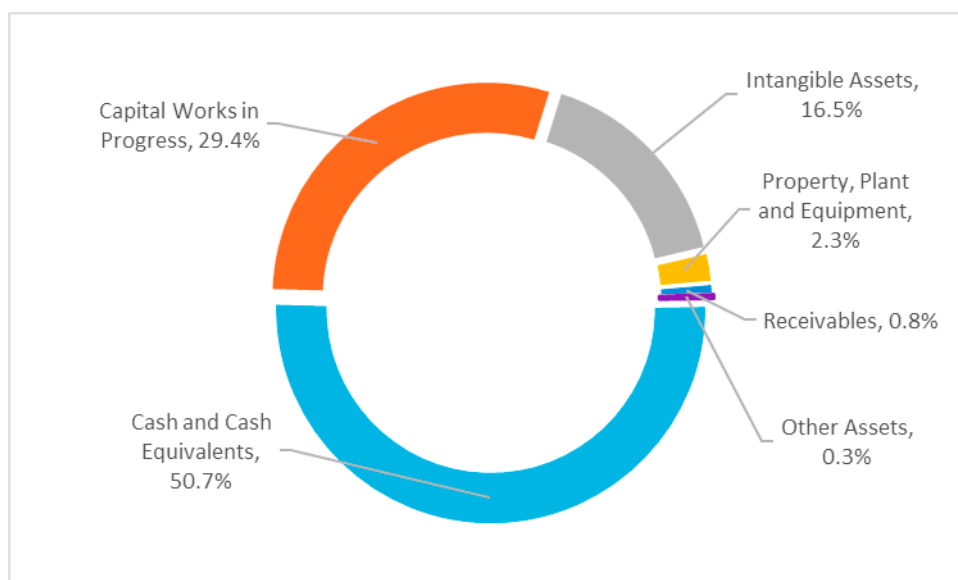
3. Total assets

3.1. Components of total assets

Figure 3 shows the components of the Commission's total assets at 30 June 2020. The main components were:

- cash and cash equivalents of **\$1.265 million** (50.7 percent);
- capital works in progress of **\$0.733 million** (29.4 percent); and
- intangible assets of **\$0.411 million** (16.5 percent).

Figure 3 – Total assets at 30 June 2020



Comparison to budget

The Commission's total assets at 30 June 2020 were **\$2.494 million** and this was **\$0.445 million** (21.7 percent) higher than the budget of **\$2.049 million**. The higher than budgeted result mainly relates to the carried forward cash balance from 2018-19 being higher than anticipated.

3.3. Comparison to 30 June 2019 actuals

Total assets at 30 June 2020 were **\$2.494 million** and exceeded the 30 June 2019 actuals of **\$1.789 million** by **\$0.705 million** (39.4 percent). The increase in assets mainly relates to the \$0.500 million capital injection for the upgrade of election critical ICT software.

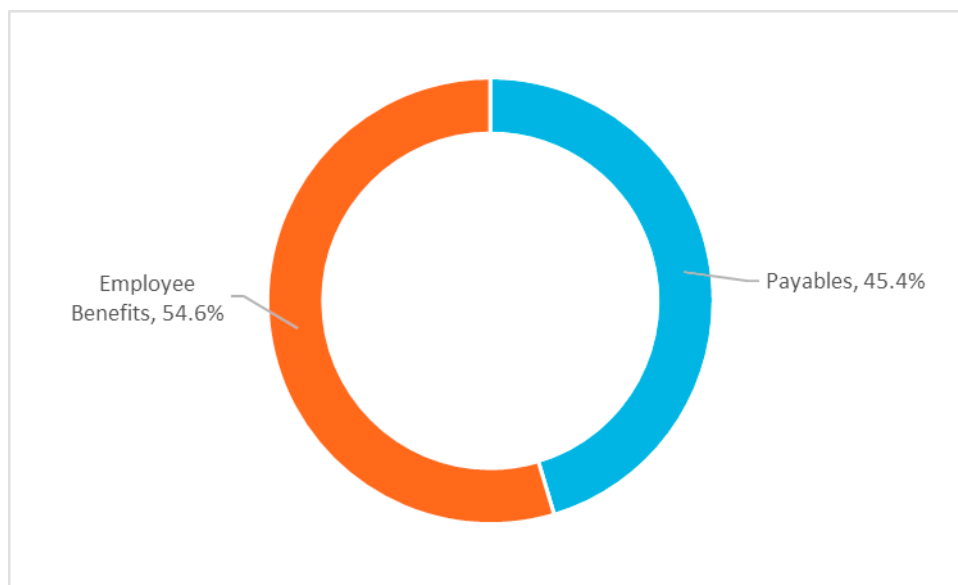
4. Total liabilities

4.1. Components of total liabilities

Figure 4 shows the components of the Commission's total liabilities at 30 June 2020. The components were:

- employee benefits of **\$0.579 million** (54.6 percent); and
- payables of **\$0.481 million** (45.4 percent).

Figure 4 – Total liabilities at 30 June 2020



4.2. Comparison to budget

At 30 June 2020, the Commission's total liabilities were **\$1.060 million**; this was **\$0.504 million** (90.6 percent) higher than the budget of **\$0.556 million**. The higher than budgeted result primarily relates to:

- accrued payments that were not payable until after 30 June 2020 for upgrades to election critical ICT software; and
- increases in employee entitlements due to staff not utilising their leave entitlements due to operational requirements associated with running the 2020 ACT Legislative Assembly election.

4.3. Comparison to 30 June 2019 actuals

Total liabilities at 30 June 2020 were **\$1.060 million** and exceeded the 30 June 2019 actuals of **\$0.653 million** by **\$0.407 million** (62.3 percent). The increase of mainly relates to:

- accrued payments that were not payable until after 30 June 2020 for upgrades to election critical ICT software; and

- increases in employee entitlements due to staff not utilising their leave entitlements due to operational requirements associated with running the 2020 ACT Legislative Assembly election.

C.2 Financial statements



AUDITOR-GENERAL AN OFFICER
OF THE ACT LEGISLATIVE ASSEMBLY 

INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

Opinion

I have audited the financial statements of the ACT Electoral Commission (Commission) for the year ended 30 June 2020 which comprises the operating statement, balance sheet, statement of changes in equity, statement of cash flows, controlled statement of appropriation and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Commission's financial position as at 30 June 2020, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Commission in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (Code). I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Commission for the financial statements

The Electoral Commissioner is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996* and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Commission to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

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Auditor's responsibilities for the audit of the financial statements

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Commission.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Commission's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Commission;
- conclude on the appropriateness of the Commission's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Commission to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicated with the Electoral Commissioner regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identified during my audit.



Ajay Sharma
Assistant Auditor-General, Financial Audit
13 August 2020

**ACT Electoral Commission
Financial Statements
For the Year Ended 30 June 2020**

Statement of Responsibility

In my opinion, the Financial Statements are in agreement with the ACT Electoral Commission's (the Commission's) accounts and records and fairly reflect the financial operations of the Commission for the year ended 30 June 2020 and the financial position of the Commission on that date.



Damian Cantwell AM

Electoral Commissioner


ACT Electoral Commission

28 July 2020

**ACT Electoral Commission
Financial Statements
For the Year Ended 30 June 2020**

Statement by the Chief Finance Officer

In my opinion, the Financial Statements have been prepared in accordance with the Australian Accounting Standards, and are in agreement with the Commission's accounts and records and fairly reflect the financial operations of the Commission for the year ended 30 June 2020 and the financial position of the Commission on that date.



Scott Hickey

Chief Finance Officer

ACT Electoral Commission

27 July 2020

ACT Electoral Commission
Operating Statement
For the Year Ended 30 June 2020

	Note	Actual	Original	Actual
	No.	2020	Budget	2019
		\$'000	\$'000	\$'000
Income				
Controlled Recurrent Payments	3	3,592	4,126	3,188
Sales of Goods and Services from Contracts with Customers		29	23	65
Interest		17	16	21
Grants and Contributions	4	379	175	20
Total Income		4,018	4,340	3,294
Expenses				
Employee Expenses	5	1,795	2,020	1,412
Superannuation Expenses	6	283	273	204
Supplies and Services	7	2,009	2,047	1,399
Depreciation and Amortisation		133	252	112
Total Expenses		4,220	4,592	3,127
Operating (Deficit)/Surplus		(202)	(252)	167
Total Comprehensive (Deficit)/Surplus		(202)	(252)	167

The above Operating Statement should be read in conjunction with the accompanying notes.

ACT Electoral Commission

Balance Sheet

At 30 June 2020

		Actual	Original Budget	Actual
	Note	2020	2020	2019
	No.	\$'000	\$'000	\$'000
Current Assets				
Cash and Cash Equivalents	8	1,265	591	1,253
Receivables		21	16	23
Other Assets		7	-	-
Total Current Assets		1,293	607	1,276
Non-Current Assets				
Property, Plant and Equipment	9	57	62	81
Intangible Assets	10	411	944	281
Capital Works in Progress	11	733	436	151
Total Non-Current Assets		1,201	1,442	513
Total Assets		2,494	2,049	1,789
Current Liabilities				
Payables	12	481	211	236
Employee Benefits	13	543	331	396
Total Current Liabilities		1,024	542	632
Non-Current Liabilities				
Employee Benefits	13	36	14	21
Total Non-Current Liabilities		36	14	21
Total Liabilities		1,060	556	653
Net Assets		1,434	1,493	1,136
Equity				
Accumulated Funds		1,434	1,493	1,136
Total Equity		1,434	1,493	1,136

The above Balance Sheet should be read in conjunction with the accompanying notes.

ACT Electoral Commission
Statement of Changes in Equity
For the Year Ended 30 June 2020

	Accumulated Funds Actual 2020 \$'000	Total Equity Actual 2020 \$'000	Original Budget 2020 \$'000
Balance at 1 July 2019	1,136	1,136	883
Comprehensive Income			
Operating (Deficit)	(202)	(202)	(252)
Total Comprehensive (Deficit)	(202)	(202)	(252)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	500	500	862
Total Transactions Involving Owners Affecting Accumulated Funds	500	500	862
Balance at 30 June 2020	1,434	1,434	1,493

	Accumulated Funds Actual 2019 \$'000	Total Equity Actual 2019 \$'000
Balance at 1 July 2018	871	871
Comprehensive Income		
Operating Surplus	167	167
Total Comprehensive Surplus	167	167
Transactions Involving Owners Affecting Accumulated Funds		
Capital Injections	98	98
Total Transactions Involving Owners Affecting Accumulated Funds	98	98
Balance at 30 June 2019	1,136	1,136

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

ACT Electoral Commission

Statement of Cash Flows

For the Year Ended 30 June 2020

		Actual	Original	Actual
	Note	2020	Budget	2019
	No.	\$'000	\$'000	\$'000
Cash Flows from Operating Activities				
Receipts				
Controlled Recurrent Payments		3,592	4,126	3,188
Sales of Goods and Services from Contracts with Customers		42	23	43
Interest Received		17	16	21
Goods and Services Tax Collected from Customers		4	-	7
Goods and Services Tax Input Tax Credits from the Australian Taxation Office (ATO)		152	-	100
Total Receipts from Operating Activities		3,807	4,165	3,359
Payments				
Employees		1,633	2,033	1,328
Superannuation		282	273	204
Supplies and Services		883	1,872	812
Grants and Contributions		715	-	561
Goods and Services Tax Paid to Suppliers		164	-	94
Total Payments from Operating Activities		3,677	4,178	2,999
Net Cash Inflows/(Outflows) from Operating Activities	16	130	(13)	360
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		239	1,162	89
Capital Works in Progress		379	-	27
Total Payments from Investing Activities		618	1,162	116
Net Cash (Outflows) from Investing Activities		(618)	(1,162)	(116)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		500	862	98
Total Receipts from Financing Activities		500	862	98
Net Cash Inflows from Financing Activities		500	862	98
Net Increase/(Decrease) in Cash and Cash Equivalents		12	(313)	342
Cash and Cash Equivalents at the Beginning of the Reporting Period		1,253	904	911
Cash and Cash Equivalents at the End of the Reporting Period	16	1,265	591	1,253

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

ACT Electoral Commission

Controlled Statement of Appropriation

For the Year Ended 30 June 2020

	Original Budget 2020 \$'000	Total Appropriated 2020 \$'000	Appropriation Drawn 2020 \$'000	Appropriation Drawn 2019 \$'000
Controlled				
Controlled Recurrent Payments (CRP)	4,126	4,126	3,592	3,188
Capital Injections	862	892	500	98
Total Controlled Appropriation	4,988	5,018	4,092	3,286

The above Controlled Statement of Appropriation should be read in conjunction with the accompanying notes.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the Budget Papers. This amount also appears in the Statement of Cash Flows.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by the Commission during the year. This amount appears in the Statement of Cash Flows.

	CRP \$'000	Capital Injections \$'000
Reconciliation of Appropriation for 2019-20		
Original Appropriation for 2019-20	4,126	862
Rollover of Undisbursed Appropriation (FMA s.16B)	-	30
Total Appropriated	4,126	892
Undrawn Funds	(534)	(392)
Total Appropriation Drawn	3,592	500

Controlled Recurrent Payments (CRP)

Variances between 'Total Appropriated' and 'Appropriation Drawn'

The difference of \$926,000 between the *Total Appropriated* and the *Appropriation Drawn* is mainly due to the impact of COVID-19 which has delayed preparations for the 2020 ACT Legislative Assembly election, limiting the Commission's ability to recruit staff and delaying upgrades to election critical ICT software.

ACT Electoral Commission

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For the Year Ended 30 June 2020

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ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 1. OBJECTIVES OF THE ACT ELECTORAL COMMISSION

OPERATIONS AND PRINCIPAL ACTIVITIES

The ACT Electoral Commission (the Commission) is an independent statutory authority with responsibility for the

- conduct of elections and referendums for the ACT Legislative Assembly;
- determination of electoral boundaries for the ACT; and
- provision of electoral advice and services to a wide range of clients.

The Commission comprises three statutory office holders – a part-time Chairperson, a full time Electoral Commissioner and another part-time member. The members of the Commission are independent officers of the ACT Legislative Assembly. The Commission reports to the Assembly through the Speaker.

The Electoral Commissioner is the chief executive officer of the Commission. The Electoral Commissioner is assisted by officers employed under the *Public Sector Management Act 1994* and the *Electoral Act 1992*.

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES

LEGISLATIVE REQUIREMENT

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government Agencies.

The FMA and the *Financial Management Guidelines* issued under the FMA, requires the Commission's financial statements to include:

- i. an Operating Statement for the year;
- ii. a Balance Sheet at the end of the year;
- iii. a Statement of Changes in Equity for the year;
- iv. a Statement of Cash Flows for the year;
- v. a Statement of Appropriation for the year;
- vi. the significant accounting policies adopted for the year; and
- vii. other statements as necessary to fairly reflect the financial operations of the Commission during the year and its financial position at the end of the year.

These general-purpose financial statements have been prepared to comply with Australian Accounting Standards as required by the FMA. The financial statements have been prepared in accordance with:

- i. Australian Accounting Standards; and
- ii. ACT Accounting and Disclosure Policies.

ACCRUAL ACCOUNTING

The financial statements have been prepared using the accrual basis of accounting. The financial statements are prepared according to historical cost convention, except for financial instruments which are valued at fair value in accordance with (re)valuation policies applicable to the Commission during the reporting period.

CURRENCY

These financial statements are presented in Australian dollars.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

INDIVIDUAL REPORTING ENTITY

The Commission is an individual reporting entity

BUDGET FIGURES

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2019-20 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the 2019-20 Budget Papers.

Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000). Use of "-" represents zero amounts or amounts rounded down to zero.

GOING CONCERN

The 2019-20 financial statements have been prepared on a going concern basis as the Commission has been funded in 2020-21 under section 7 of the *Financial Management Act 1996* pending funding in the 2020-21 Budget and the 2019-20 Budget Papers including forward estimates for the Commission. The 2020-21 Budget will be presented to the Legislative Assembly subsequent to the signing of the Commission's 2019-20 financial statements.

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 3. CONTROLLED RECURRENT PAYMENTS

	2020 \$'000	2019 \$'000
Revenue from the ACT Government		
Controlled Recurrent Payments	3,592	3,188
Total Controlled Recurrent Payments	3,592	3,188

Controlled Recurrent Payments is revenue received from the ACT Government to fund the costs of delivering outputs.

Controlled Recurrent Payments are recognised as revenues when the Commission gains control over the funding. Control over appropriated funds is obtained upon the receipt of cash.

Total Controlled Recurrent Payments – The increase of \$404,000 mainly relates to the Commission's funding increasing to support increased activity in preparation for the 2020 ACT Legislative Assembly elections.

NOTE 4. GRANTS AND CONTRIBUTIONS

Resources Received Free of Charge from ACT Government Entities

		2020 \$'000	2019 \$'000
Received From	Service Provided		
Justice and Community Safety Directorate	Legal Services	162	20
CMTEDD - Shared Services	Finance and Human Resources Services	217	-
Total Resources Received Free of Charge		379	20

Resources received free of charge are recorded as a revenue and as an expense in the Operating Statement at fair value. The revenue is separately disclosed under resources received free of charge, with the expense being recorded in the line item to which it relates. Goods and services received free of charge from ACT Government agencies are recorded as resources received free of charge.

Services that are received free of charge are only recorded in the Operating Statement if they can be reliably measured and would have been purchased if not provided to the Commission free of charge.

Total Grants and Contributions – The increase of \$359,000 mainly relates to the ACT Government changing the funding arrangements for Shared Services, with funds now appropriated directly to Shared Services instead of the Commission. The Commission has also required additional legal advice from the ACT Government Solicitor in the lead-up to the 2020 ACT Legislative Assembly election regarding proposed legislative changes and its obligations to ensure the election is delivered in a format that is consistent with COVID-19 social distancing requirements.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 5. EMPLOYEE EXPENSES

	2020	2019
	\$'000	\$'000
Employee Expenses		
Wages and Salaries	1,647	1,302
Annual Leave	66	41
Long Service Leave	66	57
Workers' Compensation Insurance Premium	7	8
Other Employee Benefits and On-Costs	9	4
Total Employee Expenses	1,795	1,412

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave.

(See Note 13 Employee Benefits for accrued wages and salaries, and annual and long service leave).

Total Employee Expenses – The increase of \$383,000 mainly relates to engaging additional staff to assist with preparations for the 2020 ACT Legislative Assembly election.

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 6. SUPERANNUATION EXPENSES

	2020 \$'000	2019 \$'000
Superannuation Expenses		
Superannuation Contributions to the Territory Banking Account	155	110
Productivity Benefit	16	14
Superannuation to External Providers	112	80
Total Superannuation Expenses	283	204

Employees of the Commission will have different superannuation arrangements due to the type of superannuation schemes available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements.

For employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS) the Commission makes employer superannuation contribution payments to the Territory Banking Account at a rate determined by the Chief Minister, Treasury and Economic Development Directorate. The Commission also makes productivity superannuation contribution payments on behalf of these employees to the Commonwealth Superannuation Corporation, which is responsible for administration of the schemes.

For employees who are members of defined contribution superannuation schemes (the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice) the Commission makes employer superannuation contribution payments directly to the employees' relevant superannuation fund.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes. The accruing superannuation liability obligations are expensed as they are incurred and extinguished as they are paid.

SUPERANNUATION LIABILITY RECOGNITION

For the Commission employees who are members of the defined benefit CSS or PSS the employer superannuation liabilities for superannuation benefits payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 7. SUPPLIES AND SERVICES

	2020 \$'000	2019 \$'000
Supplies and Services		
Computing, Information Technology and Telecommunications	121	94
Accommodation, Rent, Hire and Utilities	334	96
Professional Services	288	192
Auditor's Remuneration ¹	35	34
Service Agreements	495	319
Office Supplies, Minor Equipment and Advertising	43	51
Administrative Expenditure Funding to Political Parties ²	573	563
Other Expenses	120	50
Total Supplies and Services	2,009	1,399

¹ Auditor's Remuneration is paid to the ACT Audit Office for audit of the financial statements. No other services were provided.

² Administrative Expenditure Funding to Political Parties relates to payments made to Political Parties to assist them with compliance obligations under the *Electoral Act 1992*.

Total Supplies and Services – The increase of \$610,000 mainly relates to additional costs (e.g. Accommodation and Professional Services), associated with preparing for the 2020 ACT Legislative Assembly election.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 8. CASH AND CASH EQUIVALENTS

	2020 \$'000	2019 \$'000
Cash at Bank	1,264	1,252
Cash on Hand	1	1
Total Cash and Cash Equivalents	1,265	1,253

Cash includes cash at bank and cash on hand.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

NOTE 9. PROPERTY, PLANT AND EQUIPMENT

	2020 \$'000	2019 \$'000
Leasehold Improvements		
Leasehold Improvements at Cost	171	170
Less: Accumulated Depreciation	(114)	(92)
Total Written Down Value of Leasehold Improvements	57	78
Plant and Equipment		
Plant and Equipment at Cost	22	22
Less: Accumulated Depreciation	(22)	(19)
Total Written Down Value of Plant and Equipment	-	3
Total Written Down Value of Property, Plant and Equipment	57	81

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2019-20.

	Leasehold Improvements \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	78	3	81
Depreciation	(21)	(3)	(24)
Carrying Amount at the End of the Reporting Period	57	-	57

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 9. PROPERTY, PLANT AND EQUIPMENT CONTINUED

The following table shows the movement of Property, Plant and Equipment during 2018-19.

	Leasehold Improvements \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	99	7	106
Depreciation	(21)	(4)	(25)
Carrying Amount at the End of the Reporting Period	78	3	81

Property, plant and equipment includes the following classes of assets – leasehold improvements and plant and equipment.

Leasehold improvements represent fit-outs in its leased buildings.

Plant and equipment includes office and computer equipment, furniture and fittings, other mechanical and electronic equipment, and libraries.

ACQUISITION AND RECOGNITION OF PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment is initially recorded at cost.

Where property, plant and equipment is acquired at no cost, or minimal cost, cost is its fair value as at the date of acquisition. However, property, plant and equipment acquired at no cost or minimal cost as part of a restructuring of administrative arrangements is measured at the transferor's book value.

Property, plant and equipment with a minimum value of \$5,000 (ex GST) is capitalised.

IMPAIRMENT OF ASSETS

The Commission assesses, at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. However, intangible assets that are not yet available for use are tested annually for impairment regardless of whether there is an indication of impairment, or more frequently if events or circumstances indicate they might be impaired.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 10. INTANGIBLE ASSETS

	2020 \$'000	2019 \$'000
Internally Generated Software		
Computer Software at Cost	1,455	1,309
Less: Accumulated Amortisation	(1,135)	(1,028)
Total Internally Generated Software	320	281
Externally Purchased Software		
Computer Software at Cost	172	79
Less: Accumulated Amortisation	(81)	(79)
Total Externally Purchased Software	91	-
Total Intangible Assets	411	281

The Commission's intangible assets are comprised of internally generated and externally acquired software for internal use. Externally acquired software is recognised and capitalised when:

- (a) it is probable that the expected future economic benefits that are attributable to the software will flow to the Commission;
- (b) the cost of the software can be measured reliably; and
- (c) the acquisition cost is equal to or exceeds \$50,000.

Internally generated software is recognised when it meets the general recognition criteria outlined above and where it also meets the specific recognition criteria relating to intangible assets arising from the development phase of an internal project.

Capitalised software has a finite useful life. Software is amortised on a straight-line basis over its useful life, over a period not exceeding 5 years.

Intangible Assets are measured at cost.

Reconciliation of Intangible Assets

The following table shows the movement of each class of Intangible Assets from the beginning to the end of 2019-20.

	Internally Generated Software \$'000	Externally Purchased Software \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	281	-	281
Additions	146	93	239
Amortisation	(107)	(2)	(109)
Carrying Amount at the End of the Reporting Period	320	91	411

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 10. INTANGIBLE ASSETS CONTINUED

The following table shows the movement of each class of intangible assets from the beginning to the end of 2018-19.

	Internally Generated Software \$'000	Externally Purchased Software \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	274	6	280
Additions	89	-	89
Amortisation	(82)	(6)	(88)
Carrying Amount at the End of the Reporting Period	281	-	281

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 11. CAPITAL WORKS IN PROGRESS

	2020 \$'000	2019 \$'000
Computer Software	733	151
Total Capital Works in Progress	733	151

Capital Works in Progress are assets being constructed over periods of time in excess of the present reporting period. These assets often require extensive installation work or integration with other assets, and contrast with simpler assets that are ready for use when acquired, such as motor vehicles and equipment. Capital Works in Progress are not depreciated as the Commission is not currently deriving any economic benefit from them.

Assets which are under construction may include plant and equipment, leasehold improvements and computer software.

Total Capital Works in Progress – The \$582,000 increase mainly relates to the upgrade of electoral ICT systems in preparation for the 2020 ACT Legislative Assembly elections.

Reconciliation of Capital Works in Progress

The following table shows the movement of Capital Works in Progress during 2019-20.

	Software Works in Progress \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	151	151
Additions	821	821
Capital Works in Progress Completed and Transferred to Intangible Assets	(239)	(239)
Carrying Amount at the End of the Reporting Period	733	733

The following table shows the movement of Capital Works in Progress during 2018-19.

	Software Works in Progress \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	144	144
Additions	96	96
Capital Works in Progress Completed and Transferred to Intangible Assets	(89)	(89)
Carrying Amount at the End of the Reporting Period	151	151

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 12. PAYABLES

	2020 \$'000	2019 \$'000
Current Payables		
Accrued Expenses	481	236
Total Current Payables	481	236

Total current payables are amounts payable for goods and services provided to the Commission prior to the end of the reporting period and are recognised at the amount to be paid for these goods and services when the liabilities are settled.

Payables are initially recognised at fair value based on the transaction cost and, subsequent to initial recognition, at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

Payables includes Trade Payables and Accrued Expenses.

Total Current Payables – The \$245,000 increase mainly relates to accrued expenses relating to the upgrade of electoral ICT systems in preparation for the 2020 ACT Legislative Assembly elections.

	2020 \$'000	2019 \$'000
Payables are aged as follows:		
Not Overdue	481	236
Total Payables	481	236
Classification of ACT Government/Non-ACT Government Payables		
Payables with ACT Government Entities		
Accrued Expenses	31	42
Total Payables with ACT Government Entities	31	42
Payables with Non-ACT Government Entities		
Accrued Expenses	450	194
Total Payables with Non-ACT Government Entities	450	194
Total Payables	481	236

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 13. EMPLOYEE BENEFITS

At 30 June 2020, the Commission employed 18 Full Time Equivalent (FTE) staff (30 June 2019, 12 FTE staff).

Current Employee Benefits	2020 \$'000	2019 \$'000
Annual Leave	202	135
Long Service Leave	300	248
Accrued Salaries	42	13
Total Current Employee Benefits	544	396
Non-Current Employee Benefits		
Long Service Leave	36	21
Total Non-Current Employee Benefits	36	21
Total Employee Benefits	580	417

Estimated Amount Payable within 12 months		
Annual Leave	114	102
Long Service Leave	30	28
Accrued Salaries	42	12
Total Employee Benefits Payable within 12 months	186	142
Estimated Amount Payable after 12 months		
Annual Leave	87	33
Long Service Leave	306	242
Total Employee Benefits Payable after 12 months	393	275
Total Employee Benefits	579	417

Total Employee Benefits – The increase of \$162,000 mainly relates to engaging additional staff to assist with preparations for the 2020 ACT Legislative Assembly election.

WAGES & SALARIES

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

ANNUAL AND LONG SERVICE LEAVE

Annual and long service leave including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period when the employees render the related service are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period end, the present value of future annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

Annual leave liabilities have been estimated on the assumption they will be wholly settled within three years. This financial year the rate used to estimate the present value of future:

- annual leave payments is 100.9% (101.6% in the previous financial year); and
- payments for long service leave is 113.6% (110.1% in the previous financial year).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of seven years of qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and applicable on-costs.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 13. EMPLOYEE BENEFITS CONTINUED

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in service, a probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-cost.

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

SIGNIFICANT JUDGEMENTS AND ESTIMATES – EMPLOYEE BENEFITS

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in April 2019. The assessment by an actuary is performed every five years. However, it may be performed more frequently if there is a significant contextual change in the parameters underlying the 2019 reports. The next actuarial review is expected to be undertaken by early 2022.

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 14. FINANCIAL INSTRUMENTS

Financial assets comprise of cash and receivables, and financial liabilities including payables. These balances are not exposed to price and currency risk.

CREDIT RISK

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Commission's credit risk is limited to the amount of the financial assets it holds net of any allowance for impairment. The Commission's credit risk is managed by investing surplus funds with a high credit quality financial institution (Westpac Bank).

Credit risk is therefore considered to be low.

LIQUIDITY RISK

Liquidity risk is the risk that the Commission will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The main source of cash to pay these obligations is appropriation from the ACT Government which is paid on a fortnightly basis during the year. The Commission manages its liquidity risk by forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

Carrying Amount of Each Category of Financial Asset and Financial Liability

	Note No.	2020 \$'000	2019 \$'000
Financial Assets			
Receivables Measured at Amortised Cost		9	22
Financial Liabilities			
Financial Liabilities Measured at Amortised Cost	12	481	236

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 15. COMMITMENTS

Capital Commitments

Capital commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	2020	2019
	\$'000	\$'000
Capital Commitments - Intangible Assets		
Within one year	745	131
Total Capital Commitments	745	131

Capital commitments relate to enhancements to electoral ICT systems contracted at reporting date that have not been recognised as liabilities and are payable as above.

Other Commitments

	2020	2019
	\$'000	\$'000
Within one year	1,228	967
Later than one year but not later than five years	1,545	1,426
Total Other Commitments	2,773	2,393

Other commitments contracted at reporting date that have not been recognised as liabilities, are payable as above.

Other commitments include numerous short term and low value leases for venue hires, office equipment and IT equipment. The Commission has used the exemption allowed under AASB16 for low value or short-term leases for these items, and accounts for the expense through the Operating Statement as incurred.

Total Other Commitments - The increase of \$380,000 mainly relates to arrangements (e.g. ballot paper printing and facility hire) that have been entered into to facilitate the delivery of the 2020 ACT Legislative Assembly election.

ACT Electoral Commission
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2020

NOTE 16. CASH FLOW RECONCILIATION

	2020	2019
	\$'000	\$'000
(a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Statement of Cash Flows to the Equivalent Items in the Balance Sheet		
Total Cash and Cash Equivalents Recorded in the Balance Sheet	1,265	1,253
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flow	1,265	1,253
(b) Reconciliation of the Operating (Deficit) to the Net Cash Inflows from Operating Activities		
Operating (Deficit)/Surplus	(202)	167
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	24	24
Amortisation of Intangibles	109	88
Cash (Outflows)/Inflows Before Changes in Operating Assets and Liabilities	(69)	279
Changes in Operating Assets and Liabilities		
(Increase) in Receivables	(6)	(10)
Increase in Payables	42	6
Increase in Employee Benefits	162	85
Net Changes in Operating Assets and Liabilities	199	81
Net Cash Inflow from Operating Activities	130	360

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 17. RELATED PARTY DISCLOSURES

A related party is a person that controls or has significant influence over the reporting entity, or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity, and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of the Commission, directly or indirectly.

KMP of the Commission are the part-time Chairperson, full-time Commissioner and part-time member.

This note does not include typical citizen transactions between the KMP and the Commission that occur on terms and conditions no different to those applying to the general public.

(A) KEY MANAGEMENT PERSONNEL

A.1 Compensation of Key Management Personnel

All of the KMP of the Commission are employed and compensated by the Commission.

Compensation by the Commission to KMP is set out below.

	2020 \$'000	2019 \$'000
Short-term employee benefits	367	324
Post employment benefits	39	30
Other long-term benefits	9	8
Total Compensation by the Commission to KMP	415	362

A.2 Transactions with Key Management Personnel

There were no transactions with KMP that were material to the financial statements of the Commission.

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 18. BUDGETARY REPORTING

SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES

Significant judgements have been applied in determining what variances are considered 'major variances'. Variances are considered major if both of the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 2.5% and \$500,000 of the budget for the financial statement line item.

Operating Statement Line Items	Actual	Original Budget ¹	Variance	Variance
	2019-2020	2019-2020		
	\$'000	\$'000	\$'000	%
Controlled Recurrent Payments ^a	3,592	4,126	(534)	(12.9)

Variance Explanations

- Controlled Recurrent Payments – The variance of \$534,000 is mainly due to the impact of COVID-19 which has delayed preparations for the 2020 ACT Legislative Assembly election, reducing the Commission's 2019-20 funding requirements.

Balance Sheet Line Items	Actual	Original Budget ¹	Variance	Variance
	2019-2020	2019-2020		
	\$'000	\$'000	\$'000	%
Cash and Cash Equivalents ^b	1,265	591	674	114.0
Current Intangible Assets ^c	411	944	(533)	(56.5)

Variance Explanations

- Cash and Cash Equivalents – The variance of \$674,000 is mainly due to the impact of COVID-19 which has delayed upgrades to election critical ICT software that will be paid from the Commission's cash reserves.
- Current Intangible Assets – The variance of \$533,000 is mainly due to the impact of COVID-19 which has delayed upgrades to election critical ICT software.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2019-20 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

ACT Electoral Commission

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2020

NOTE 18. BUDGETARY REPORTING CONTINUED

Statement of changes in equity

Variance explanations for these line items are covered in other financial statements.

Statement of Cash Flows Line Items	Actual	Original Budget ¹	Variance	Variance
	2019-2020 \$'000	2019-2020 \$'000		
Controlled Recurrent Payments ^d	3,592	4,126	(534)	(12.9)
Supplies and Services ^e	883	1,872	(989)	(52.8)
Grants and Contributions ^f	715	-	715	-
Purchase of Property, Plant and Equipment ^g	239	1,162	(923)	(79.4)

Variance Explanations

- d. Controlled Recurrent Payments – The variance of \$534,000 is mainly due to the impact of COVID-19 which has delayed preparations for the 2020 ACT Legislative Assembly election, reducing the Commission's 2019-20 funding requirements.
- e. Supplies and Services – The variance of \$989,000 is mainly due to the budget including Grants and Contributions, which are reported as a separate line item.
- f. Grants and Contributions – The variance of \$715,000 is due to the budget for this line item being included in Supplies and Services.
- g. Purchase of Property, Plant and Equipment - The variance of \$923,000 is mainly due to the impact of COVID-19 which has delayed upgrades to election critical ICT software.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2019-20 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

C.3 Capital works

The Commission continued to progress with enhancements to its Electoral ICT business systems.

Following recommendations made by the ACT Auditor-General in relation to the 2016 ACT Legislative Assembly election, RSM Australia was engaged to review electronic voting in the ACT. The report advised that the ACT Electoral Commission's Electronic Voting and Counting System (eVACS®) requires major modernisation of the underlying technologies and hardware to address the risks identified by the review. A successful budget bid was put forward in the 2018-19 Budget for enhancements to eVACS® which will allow this system to continue to be an effective, reliable and trustworthy way for voters to cast their ballots at the 2020 ACT Legislative Assembly election and beyond.

The Commission also conducted a review of its current Electoral Management System (EMS), TIGER and a market scan of available products and service providers in the first half of 2018. The TIGER system is a custom-made ICT business system that supports, along with a number of business as usual processes, all administrative tasks associated with planning, preparing and conducting an ACT Legislative Assembly election. Following an investment logic workshop and stakeholder engagement with internal and external stakeholders, including ICT service providers, the option of full modernisation was recommended. Funding for the project with capital and recurrent components was approved during the 2018/2019 Budget Review. The Commission is contributing \$0.300 million of its accumulated funds towards the capital cost of the project.

The Commission submitted a proposal under the government's "screwdriver ready" capital works program seeking funding for the upgrade of election results system media feed for the 2020 ACT Legislative Assembly election. On election night and in the following days, the media receives the most up to date election results through the Electoral Commission's Election Results Display System (ERDS). Alterations to the format and provision mechanism of the media feed in ERDS, to enable direct integration with the ABC's elections results system used live on air. A capital injection of \$0.008 million was provided by Treasury. The Commission is contributing the remaining \$0.009 million from its accumulated funds.

TABLE 28 — Capital works managed

Project	Estimated completion date	Actual completion date	Project value	Prior year expenditure	Current year expenditure	Total expenditure to date
Work in progress- Electronic voting	August 2020		\$436,000	\$0	\$387,154	\$387,154
Work in progress- New Electoral management system	June 2021		\$756,000	\$0	\$329,5000	\$329,500
New works – ERDS Media feed upgrade (stimulus project)	June 2020		\$17,000	\$0	\$16,608	\$16,608

TABLE 29 — Reconciliation schedule

Reconciliation of total current year financing	Amount \$'000
Current year capital works financing	892
Add: Financing for other capital project	0
Less: Net movement-rollovers and re-profiling	392
Capital injections in 2019/2020 financial statements	500

Reconciliation of total current year expenditure to capital injection	Amount \$'000
Current year capital works expenditure	733
Less: Capital contribution from accumulated funds	233
Capital injections in 2019/2020 financial statements	500

Reconciliation of current year expenditure to purchase of property, plant, equipment	Amount \$'000
Current year capital works expenditure	733
Add: Expenditure relating to other capital projects	87
Less: Net accrued capital expenses	202
Cash outflow from investing activities in 2019/2020 financial statements	618

C.4 Asset management

The Commission managed assets with a total value of \$1.201 million as at 30 June 2020.

TABLE 30 — Assets managed

Asset	Total \$'000	Appropriate measure	Total asset (in unit)
Leasehold improvement	57	Number of properties	2
Plant and equipment	0	Number of plant and equipment	2
Total property, plant and equipment	57		
Software	411	Number of software	12
Work in progress	733		
Total non-current assets	1,144		
Total assets	1,201		

During 2019/2020 one software asset, the polling officials elearning software was added to the Commission's asset register.

No assets were removed from the Commission's asset register during the reporting period. The Commission held no unused or potentially surplus properties as at 30 June 2020.

Assets maintenance and upgrade

Asset upgrades are funded and reported through the capital works program. See **Capital works**.

There was nil expenditure on repairs and maintenance on leasehold improvement assets.

The Commission did not conduct an audit of its assets in 2019/2020.

Office accommodation

The Commission employed up to 29 employees (including temporary & casual employees) in 2019/2020 occupying a total of 763 m² at the following sites.

TABLE 31 — Office accommodation 2019/2020

Building Name	Number of staff	Area occupied	Period occupied
Level 6 221 London Circuit, Canberra City	29	763 m ²	October 2019 to June 2020
Ground Floor, North Building 180 London Circuit, Civic Square	12	160 m ²	July 2019 to September 2019

The average area occupied by each employee is 23.06 m². The size of the accommodation allowed for the social distancing requirement under the COVID-19 environment. The space was also utilised for ICT storage & testing.

C.5 Government contracting

In 2019/2020, the Commission engaged the contractors listed in Table 36 to provide services that exceeded \$25,000 over the life of the contract. The following information is taken from the ACT Government Contracts Register.

TABLE 32 — External sources of labour and services 2019/2020

Contract No.	Description of contract	Contractor	Amount	Execution Date	Expiry Date
RFQ EC 2018/2019-01	Provision of TIGER maintenance	Donald Francis O'Connor	\$92,680	30/7/2018	31/8/2020
EC2017481	Electronic Voting & Counting System (eVACS) enhancements & services	Software Improvements	\$519,305	23/7/2019	23/7/2024
31093.210	Election Management System Modernisation Project	Digital Elections	\$932,240	2/1/2020	30/6/2021
EC2019/11	ACT 2020 election – Ballot papers & QR code printing	Canprint Communications	\$63,261	10/2/2020	17/10/2020
EC2020GS01	Development of cyber security strategic plan for Elections ACT	Deloitte	\$30,000	3/4/2020	25/5/2020
WO#Q1155639/1 (Panel 2017.28032.220)	Ballot paper scanning services for the 2020 ACT Legislative Assembly election	IVE Group	\$186,524	18/12/2019	31/12/2020
GS0704202001 (Panel C2009.229)	Hosting & support of LAPPERDS for the 2020 ACT Legislative Assembly election	F1 Solutions	\$102,229	1/5/2020	1/11/2020
WO#CALLIDA2020 (Panel 22912)	Provision of compliance review services relating to the ACT election, expenditure & financial disclosure scheme	Callida Consulting	\$93,150	26/6/2020	30/6/2023

C.6 Aboriginal and Torres Strait Islander Procurement Policy (ATSIPP) performance measures in the financial year 2019/2020

TABLE 33 — ATSIPP performance measure 2019/2020

No.	ATSIPP Performance Measure	Result
1	The number of unique Aboriginal and Torres Strait Islander Enterprises that respond to Territory tender and quotation opportunities issued from the Approved Systems.	0
2	The number of unique Aboriginal and Torres Strait Islander Enterprises attributed a value of Addressable Spend in the financial year.	2
3	Percentage of the financial year's Addressable Spend of \$251,370 that is spent with Aboriginal and Torres Strait Islander Enterprises – target 1.0%.	0.44%

Note: The number of specialised contracts required to support delivery of the 2020 ACT Legislative Assembly election contributed to the Commission not reaching the ATSIPP spending target.
The Commission continues to look for opportunities to support ATSIPP enterprises and increase the amount of addressable spend in forward years.

C.7 Statement of performance

The Commission is not required to prepare an annual statement of performance under the Financial Management Act.

Discussion of the Commission's performance indicators is included in this report under **Performance indicators** and under **Performance analysis**.

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